



# 3515

## Telephones

### *Policy 3515*

Original Adoption: 09/29/2009  
Revision Dates:  
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### **I. PURPOSE**

Communications between members of staff is of critical interest to the proper operation of the schools. The safety of students, staff and guests of the District may depend on the ability of staff to communicate remotely or electronically. Provisions of both land-line telephones and cellular phones may be made by the District, individual school sites or district departments. The purpose of this policy is to establish the rules regarding telephone distribution and use for employees and other district personnel.

### **II. GENERAL STATEMENT OF POLICY**

- A. Telephones provided by the District, individual school sites or district departments, whether connected to a land-line or cellular, are provided to employees or other district personnel primarily for district business purposes.
- B. Cellular phones assigned to district employees or other district personnel remain the property of the District and must be returned to the Superintendent, or Superintendent's designee upon separation from employment or attachment to the District, or upon request of the employee's or other district personnel's supervisor.
- C. Cellular phones distributed by a school site or district department remain district property assigned to that school site or department, and must be surrendered to the Principal, site administrator, or department head if the employee to which it is assigned is separated from employment or transfers to another site or department, or upon request to surrender the equipment.
- D. The Superintendent, or Superintendent's designee, may require certain District employees or other district personnel to use district distributed cellular phones when the Superintendent, or Superintendent's designee, determines that such use is integral to the proper operation of the district's business.
- E. Employees and other district personnel who are issued district owned cellular phones that have internet access capacity are responsible for appropriate internet access and use according to district policies, regulations and work rules.
- F. Employees or other district personnel have no expectation of privacy when using district, school or department distributed or assigned telephones, whether land-line or cellular.
- G. The Superintendent, or Superintendent's designee may allow District distributed cellular phones to be used for personal purposes where:



1. such use is for emergency purposes; or
  2. such use is infrequent, and primarily for the purposes of informing family of work schedule related issues; or
  3. an agreement that the user will reimburse the District for the cost incurred for such use.
- H. Notwithstanding paragraph G(2) an employee or other district personnel may be required to reimburse the District for costs incurred for excessive or cost-producing personal use of a telephone, whether land-line or cellular.
- I. Employees who violate this policy are subject to discipline in accordance with any collective bargaining agreement or contract to which they are a party, up to and including suspension or termination.
- J. Employees who use District issued telephones, whether land-line or cellular, to commit crimes shall be referred to the proper authorities for consideration for prosecution.

### **III. RESPONSIBILITY**

- A. The Superintendent is authorized to promulgate such regulations as are necessary to implement this policy.
- B. All Employees or other district personnel are responsible for compliance with this policy and all Superintendent's regulations related thereto.

#### ***Legal References:***

Minn. Stat. §123B.02 (General Powers of Independent School Districts)

#### ***Cross References:***

MPS Policy 2100 (Superintendent: Roles and Responsibilities)

MPS Policy 2200 (Organizational Structure and Lines of Authority)

MPS Policy 3000 (Code of Ethics)

MPS Policy 6415 (Internet and Educational Network Use)

MPS Regulation 3515 A (Definitions)

MPS Regulation 3515 B (Administrative Cellular Phones)

MPS Regulation 3515 C (Central Department Cellular Phones)

MPS Regulation 3515 D (School Cellular Phones)

MPS Regulation 3515 E (Privacy Expectation Notice)