



# 3515 D

## School Cellular Phones

### *Regulation 3515 D*

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

The purpose of this regulation is to establish the rules for the acquisition, distribution, use and financial responsibility for school cellular telephones.

### **II. DISTRIBUTION AND REQUIRED USE**

- A. Individual schools, sites or programs may purchase cellular phones and services for its employees to perform their duties in an efficient manner.
- B. Schools, sites or programs may require employees to use the school cellular phone in the performance of their duties.
- C. School cellular phones are assigned to employees or other district personnel only so long as the person remains assigned to the school, site or program to which the device is assigned and the Principal or administrator concurs with the assignment.
  1. Employees who separate from employment, or transfer out of the school, site or program must surrender the device assigned to them to the Principal or administrator.
  2. Financial responsibility for personal or unauthorized uses remain the responsibility of the person assigned the device until the device has been returned to the Principal or administrator, and costs incurred prior to that time have been paid.
- D. The Principal or administrator, in their sole discretion, may determine that an employee shall no longer be assigned a school cellular phone in which case the employee shall surrender the device assigned to the Principal or administrator.
- E. The Principal or administrator may require school year employees to surrender their devices over the summer break.

### **III. DEVICES, SERVICE AND FINANCIAL RESPONSIBILITY**

- A. The Principal, site or program administrator shall determine the appropriate device or devices and level of service required to accomplish the school's, site's, program's or other district business within choices made available through the Informational Technology Services Department.
- B. Unauthorized service uses of any type shall become the personal financial responsibility of the person assigned the device, regardless of who engages the service.



- C. Every employee who is distributed a school cellular phone shall provide, on a form provided by the District, acknowledgement of
  1. the terms of acceptable use;
  2. description of financial responsibility for the device; and
  3. other information regarding the possession of the equipment.
  
- D. The cost of directory assistance use shall be the financial responsibility of the employee to whom the device is assigned, regardless of who places the call.
  
- E. Employees or other district personnel must report the damage, loss or theft of any district owned cellular phone as soon as is practicable to the Principal or administrator
  1. In the case of theft, the financial burden of replacing the device is the school's, site's or program's.
  2. In the case of damage or loss, the Principal or administrator will determine whether or not the person was negligent, and if so, may require the person to reimburse the District for the cost of the replacement device.
  3. Damage, loss or theft of a device may result in the issuance of a new telephone number with a replacement.

***Cross references:***

MPS Policy 3000 (Code of Ethics)

MPS Policy 3515 (Telephones)

MPS Regulation 3515 A (Definitions)

MPS Regulation 3515 E (Privacy Expectation Notice)