

SUBJECT: USE OF THE DISTRICT CELL PHONE**Purpose**

It is the policy of the Lancaster Central School District that all District cellular phones shall be provided and used for the purpose of supporting the District's educational and business objectives. The purpose of this policy is to facilitate effective District operations relating to cellular phone usage, encourage the responsible use of District-provided cellular phones, provide guidelines for appropriate cellular phone use, and help manage cellular phone usage costs.

Definition

"Cellular phone" is deemed to include cellular radiotelephones and other wireless technology that is capable to transmitting and receiving wireless radiotelephone signals.

Authorized Users

The Business Office maintains a list of those employees to whom cellular phones are provided for use in connection with their duties for the District. This list states, for each employee, the basis for the provision of a District-issued cellular phone. This list is reviewed annually by the Board of Education.

Acceptable Use

Cellular phones shall be used only for necessary phone calls in furtherance of school business purposes. Occasional personal cellular phone calls are permitted. The District reserves the right to charge employees for additional cell phone usage above the District's monthly calling plan limit if it is determined that the overage is the result of excessive personal phone usage.

- a) District cellular phones may not be used by anyone other than the employee to whom the phone has been issued, or another District employee with a need to use the phone for District business.
- b) Employees shall have no expectation of privacy in the use of District cellular phones. All cellular phones and records relate to them, including bills from the carrier(s), are the property of the District. The records and information about or stored on the phones may be used by the District as it deems warranted.
- c) Cellular phone service contract rights and equipment shall be the property of the District and any applicable determinations or changes as to them shall be made by the Business Office.

(Continued)

SUBJECT: USE OF THE DISTRICT CELL PHONE (Cont'd.)

- d) District cellular phones shall not be used for the purpose of illegal transactions, harassment, obscene or offensive behavior, or other violations of District policies. District cellular phones are valuable and should be handled with care. If loss, theft, or damages to a District cellular phone results from the negligence of the employee to whom such phone is assigned, the employee will be required to reimburse the District for the repair or purchase of replacement equipment. Such reimbursement shall be paid either directly by the employee or through payroll deduction, if the employee authorizes such deduction.
- e) The District reserves the right to recover from any employee those cellular phone expenses deemed to be unreasonable, excessive (personal or business), unauthorized, or unwarranted. The cost of such expenses shall be paid either directly by the employee or through payroll deduction, if the employee authorizes such deduction.
- f) The District reserves the right to recover from an employee where such employee fails to return a District-issued cellular phone upon request.
- g) The District may discontinue cellular phone privileges at any time.
- h) Cellular phones shall not be used when operating a vehicle or operating any form of equipment.
- i) The failure to comply with this policy may result in the loss of cellular phone use privileges and/or the imposition of disciplinary action.

Board of Education Review

The Board of Education shall conduct regular cost-benefit analyses to determine whether the current cellular phone usage is advantageous to the District, as well as whether cellular phone service plans should be changed in order to reduce costs and/or maximize the benefit to the District.