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## **#791 DISTRICT PROVIDED CELL PHONE GUIDELINES**

### **I. COVERAGE**

These guidelines and its appended procedures apply to all employees issued a District owned cell phone.

### **II. BACKGROUND**

The District has determined that use of a cell phone or smartphone (hereinafter referred to as cell phone unless otherwise stated) will contribute to the overall effectiveness of business communication and increase the safety of staff while away from their offices. Cell phones provide mobile voice and/or data communication services (e.g., email, text, internet access). The additional communication cost of District cell phones is significant; therefore, issuance and use of this equipment is limited to specific staff whose programmatic responsibilities require these devices for effective job performance. The District Business Office administers cell phone assignment and Information Technology administers the plans. These guidelines are intended to provide cell phone usage procedures for employees.

### **III. GUIDELINES**

District cell phones are issued to employees for the purpose of conducting official District business. Cell phones and all cell phone features shall be used in accordance with these guidelines and the District Technology Acceptable Use Policy #524. This includes voice, text, data and camera capabilities. Examples of official District business use include: contacting a family while in the field or phoning a supervisor while in the field, coordinating a meeting with a colleague while traveling between District offices, or checking work voice mail or email while on official travel or in training.

Employees are allowed limited, de minimis personal use of cell phones. This personal use must not:

- 1) result in the loss of work productivity, 2) interfere with official duties, 3) result in additional expense to the School District, or 4) violate the Standards of Employee Conduct.
- De Minimis Personal Use: Minimal use of the cell phone for personal reasons in emergency situations further explained in General Procedures. Personal use should be on an irregular basis for a short (e.g., 2-3 minutes) conversation.

District cell phones may be issued to employees whose responsibilities include frequent work communication while on travel and/or away from their permanent workstation, or where landline telephone service is not available.

Requests for cell phones must be made from the overseeing Administrator to the Business Manager. The Business Manager will communicate approved cell phone requests to Information Technology. Cell phones may be denied based on District funds availability, determined lack of need, an employee's prior misuse of District resources or for any other reason as determined by the District.

Cell phones are official District property. Employees are responsible for proper safeguarding of their assigned cell phone device. Employees must reimburse the District if improper or negligent care leads to damage or loss of a cell phone.

The use of District cell phones to place calls while driving is generally prohibited. However, cell phones equipped with a built in hands-free device must be used for mobile voice calls in critical and time sensitive situations as allowed under law. Examples of critical and time sensitive situations include but are not limited to, being late for a scheduled meeting. The use of District cell phones to text message, check email or browse the internet while driving is strongly prohibited.

District employees with cell phones are not authorized to make any changes to their District cell phone service or account. Information Technology is the only authorized agent to make any changes to the District cell phone accounts or services with the cell phone service provider.

The use of a District cell phone is a privilege, not a right. Depending on the nature and degree of any violation(s) and the number of previous violations, unacceptable use of District issued cell phones may result in one or more of the following consequences: removal of access privileges; payments for loss, damages and repairs; discipline under other appropriate District policies, including but not limited to: written reprimand, suspension or termination of employment; or civil or criminal liability under other applicable laws.

Employees separating from the District must return their cell phone to Information Technology. Failure of a separating employee to return an assigned cell phone device may result in a deduction from the employee's final paycheck.

## APPENDIX A

### GENERAL PROCEDURES

#### A. Requesting a District Cell Phone.

To request a District cell phone, the overseeing Administrator will submit a written request (e-mail or memo) to the Business Manager. The request must contain the designated employee's name, position, office location, and the reason a cell phone is needed for job performance. If the cell phone request is approved, the Business Manager will inform Information Technology who will arrange for issuance of the approved cell phones and smartphones, respectively, to the employee.

#### B. Issuance of District Cell Phones.

Information Technology is responsible for administering all District cell phones including proper recording in Follet prior to issuance.

A list of cellphones issued will be maintained by the Information Technology. The list will contain the cellphone "ESN" number; unit status (issued, turned in, discontinued) and the employee's name.

Information Technology will create an Apple ID for the phone and create the four-digit passcode. If the passcode is changed, the new passcode shall be given to Information Technology. The device is required to have a passcode as it is being used for District business and may have protected data on it. Fingerprint access in combination with the passcode is permissible.

Information Technology will notify the employee approved to receive a cell phone when the device is ready for pick-up. Cell phones will not be issued to alternate employees or sent via interoffice mail. The cell phone will be issued to the approved employee with case and charger. The employee will be required to sign the Cell Phone Procedures Memorandum for receipt of the phone and accessories, and certify that he/she has received, read, and understands these Guidelines.

#### C. Personal Use.

##### *De Minimis* and Emergency Use

Employees are permitted *de minimis* personal use only of the District cell phone, except in cases of a personal emergency, in which case extended use is temporarily permitted. An example of a personal emergency would be vehicle mechanical problems or concerns for his/her personal safety. All calls made for emergency reasons should be documented in writing and retained by the employee for potential future inquiry. Excessive personal use of a District cell phone is making daily or regular calls for any reason to family members or friends under non-emergency circumstances.

#### D. Proper Care and Repair.

The District cell phone and its accessories are defined as official government property. Therefore, employees are responsible for proper care of the phones and accessories. Proper care means that the cell

phones and accessories are maintained in the condition in which they were issued, absent normal wear. Upon separation from the District or reassignment to a new position within the District that does not require a District cell phone; the device and accessories must be returned immediately to Information Technology.

#### **E. Cell Phone Loss or Theft.**

Employees are responsible for proper care and safeguarding of the cell phone. Employees assigned cell phones should maintain the phone on their person at all times during duty hours or, if the cell phone is not in use, maintain the cell phone out of sight. If an employee is charging the cell phone at his/her desk, the cell phone shall not be left unattended without proper safeguards against loss or theft. At all times, the employee must safeguard the cell phone against loss or theft.

If the District cell phone is lost or stolen, the employee must contact Information Technology as soon as possible.

In cases of theft, the employee must complete and file a Police Report and provide a copy of the Official Police Report and a completed District Stolen Property Report and submit it through his or her chain of command to the Business Office.

The Business Manager, Information Technology Coordinator and the Administrator overseeing the cell phone holder will review each instance of a lost or stolen cell phone to determine whether the loss of the device was a result of gross negligence or reckless conduct on the part of the employee. If gross negligence or reckless conduct is determined, the employee will be required to reimburse the District the replacement cost of the phone. As stated, the replacement cost will be determined by the repair provider. If the employee is determined to be responsible for the loss or theft, the Business Office will notify the employee in writing, with a copy to the employees Supervisor. Employees may appeal the decision by submitting a written appeal to the Business Manager within five (5) workdays of receipt of notification.

If the employee is determined to not be responsible for the loss, Information Technology Coordinator will order a replacement phone at no cost to the employee.

#### **Reporting Cell Phone Loss or Theft**

Step 1: As soon as possible, you must notify Information Technology ext. 1119 or email the help desk, that your phone is lost or stolen.

Step 2: As soon as possible, you must notify your Administrator explaining the circumstances of the lost or stolen phone.

Step 3: Your explanation and other documentation, i.e. Police Report, will be reviewed and District Officials will ascertain whether you must pay for a replacement phone at the retail cost as determined by the contractor. The determination will be based on the explanation provided to the overseeing Administrator and whether the loss was in part or entirely due to your failure to properly safeguard District property.

## Cell Phone Damages

Should your cell phone be damaged and require repair, you must hand-deliver the phone to the Information Technology office at the District Office with a written explanation of the damage. Please do not use inter-office mail to transmit the phone. If the problem can be repaired, Information Technology will ship it to vendor for repair. The repair process could be a minimum of two weeks. Information Technology will notify you via e-mail when your phone is ready for pick up.

To request repair services for damaged or non-operational cell phones, the employee must deliver the cell phone to Information Technology, with a written description of the problems. If the repair service provider determines that the cell phone cannot be repaired, a replacement cell phone will be provided. If it is determined the damage was caused by the employee, the retail cost of the replacement phone as determined by the provider will be charged to the employee. The employee may appeal payment of this cost by submitting a memorandum of explanation to the Business Office within five (5) workdays of notification of the charge.

### **F. Cell Phone Invoice Review.**

The Information Technology staff is responsible for administration of District cell phones and will forward monthly cell phone invoices to the overseeing Administrator to review for accuracy and appropriate cell phone use. The District shall take prompt corrective action on any inappropriate information on the invoice. Cell phone use or charges for an employee that may be inappropriate include abnormally large number of cell phone voice minutes, repeated calls to the same phone number, significant usage before or after regular duty hours or on weekends, and excessive text messaging and/or data usage.

Invoices with questionable employee cell phone use will be forwarded to the employee with a request for an explanation from the employee. Within five (5) workdays of receipt, the employee must explain the usage, highlighting all personal calls and/or text messages, in a written memorandum submitted through his/her chain of command. The District will seek reimbursement for excessive cell phone use if deemed appropriate. Such reimbursement will be requested in writing to the employee, and the employee may appeal the determination to the Business Manager within five (5) workdays of receipt.

Information Technology and Administrators will report suspected or repeated violations of the cell phone guidelines to the overseeing Administrator and/or Business Office.

### **G. Low Usage Cell Phones.**

Information Technology staff will periodically review vendor invoices and other cell phone reports to identify employees with "zero or limited" usage on their cell phones. If a cell phone is determined to have "zero or limited" usage, the overseeing Administrator will investigate. Absent a response with adequate justification, Information Technology will cancel services with the cell phone vendor and retrieve the cell phone device from the employee.

If your employment is interrupted by extended sick or annual leave, for a period of 6 weeks or more, you must report your situation to Information Technology. Your phone service may be suspended while you are not on official duty.

#### **H. Cell Phone Accessories.**

The District may provide a case and charger, for your cell phone. You may obtain other accessories at your own expense.

#### **I. Text Messaging.**

Text messaging on a District cell phone is restricted to official District business only. It is considered as cell phone usage and has the same restrictions as making calls.

#### **J. Data Usage.**

Browsing the internet and App utilization on a District cell phone is restricted to official District business only. Only business related Apps should be loaded on the device.

#### **K. Use of Cell Phone Camera.**

The camera on a District cell phone is restricted to official District business only.

#### **L. Separation from District.**

When an employee voluntarily separates from the District, all District issued cell phones must be returned to Information Technology.

When an employee is involuntarily separated, their immediate supervisor must collect cell phone and cell phone accessories purchased by the District and ensure the items are returned to Information Technology.

## APPENDIX B

### EMPLOYEE CELL PHONE ACKNOWLEDGEMENT

#### MEMORANDUM

To: Employee Name:  
Cell Phone:

From: Ryan Tangen, Business Manager

Subject: Cell Phone Acknowledgement

Based on your assigned work duties, you have been issued a cell phone for official District use. The District Guidelines for use of the assigned cell phone and your responsibility for safeguarding it, are described in the attached documents. Please read the guidelines carefully and sign this acknowledgement. Your signature on this acknowledgement certifies that you understand and agree to comply with all the rules and guidelines governing use of this cell phone.

#### **Employee Acknowledgement**

My signature below certifies that I have read the above rules, guidelines and procedures and agree to abide by them. I understand that if I violate these rules, guidelines or procedures, I may be referred for a misconduct investigation and/or be held fiscally responsible for my actions. If I have any questions regarding any aspect of these procedures, I will contact the Business Office for clarification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Program/Building: \_\_\_\_\_