

Marion County Board of Education

Monitoring:

Descriptor Term:

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**Review:
Annually,
in February**

Employer Provided Cell Phone

2.812

03/07/13

Rescinds:

Issued:

N/A

03/19/13

The Board shall authorize the issuance of cell phones to employees solely for the purpose of conducting school system business. Cell phone is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection.

PURPOSE

School system cell phones are provided to perform job responsibilities, improve job productivity, enhance safety, and to allow communication during emergencies. School system cell phones include those paid through the individual school(s) budget.

ELIGIBILITY

Board issued cell phones will be issued under one or more of the following conditions:

- A) The job function of the employee requires considerable time outside of his/her assigned office or work area during normal work hours and it is important that he/she is accessible during those times.
- B) The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours.
- C) The job function requires essential work related calls off site as part of their normal course of work.
- D) The job function of the employee requires him/her to have wireless data and internet access.
- E) Cell phone use enhances the employee's personal safety on the job and provides communication during an emergency.
- F) The employee's role necessitates the ability to conduct two-way communication at all times.

GENERAL GUIDELINES

Service and Service Provider

The Director of Schools shall evaluate and recommend for approval by the School Board the service package that will satisfy the departmental needs of the school system. The school principal shall evaluate and recommend for approval by the Director of Schools the service package that will satisfy the needs of his/her respective school.

Procurement

Department administrators and school principals shall evaluate the need for an employee to be issued a school system cell phone. Requests shall be submitted to the bookkeeping department to process. The purchase of cell phones shall be in accordance with school system purchasing policy. Cell phone equipment and accessories remain the property of the school system and must be returned intact to the school system when requested.

Business Use

Employer provided cell phones are the property of the school system and are to be used to conduct school system business. It is the employee's responsibility to use the equipment prudently to ensure the safety of themselves, their co-workers and the general public. The employee shall protect their cell phone from theft, loss or damage; report loss or theft immediately to their immediate supervisor; use discretion while making sensitive or confidential calls; and immediately return the cell phone upon leaving employment. Employees unable to maintain the phone in good working condition may be expected to bear the cost of replacement.

Prohibited Use

Cell phone use in violation of any local, state or federal law is prohibited. Cell phone use in violation of school system work policies is prohibited. School system phones are to be used only by the assigned employee and not by family members, friends, etc. Use of a school system phone for commercial profit, secondary employment or any other financial gain is prohibited.

Use While Driving

Employees shall refrain from using their phone while driving. Every effort should be made to pull to the side of the road to a safe location prior to answering or initiating cell phone calls. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.

Personal Use

School system cell phones are issued strictly for work-related activities. Occasional personal calls of short duration may be necessary when no other immediate means of communication is available. Personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Excessive personal calls during the work day can interfere with employee productivity. The employee shall bear those costs incurred by the school system resulting from personal calls and use.

Recall of Cell Phones

The school system reserves the right to cancel the cell phone of any employee for abuse of cell phone privileges and/or department budgetary constraints.

Employee Acknowledgement / User Agreement

Each employee issued a cell phone will be provided a copy of this policy for review and will be required to sign an acknowledgement of their understanding and intent to comply with the policy guidelines.