

Van Buren County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 06/17/99
		Rescinds:	Issued:

1 Cellular phones shall be provided to a limited number of employees when essential to the operation
2 of the school system. Whenever possible, other methods of more economical, immediate communi-
3 cation shall be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones
4 shall be approved by the director of schools/designee. The Board shall be financially responsible for
5 the customary minimum monthly bills for pre-approved cellular phones.
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7 Cellular phones provided to employees are for official school board business only and shall not be
8 used for personal purposes except in cases of emergencies. If the monthly bill reflects charges greater
9 than the customary minimum monthly bill, the excess portion shall become the responsibility of the
10 employee to whom the cellular phone has been issued. If the employee wishes to dispute the portion
11 of the monthly bill for which s/he is responsible, the employee may request and become financially
12 responsible for obtaining a listing for phone use during the disputed period of time.
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14 The director of schools/designee shall develop procedures for assignment and use of phones, bill-
15 ing disputes and lost or damaged cellular phones. These procedures shall be given to any employee
16 requesting a cellular phone.
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