

# Hancock County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Use of Cellular Phones</b>	Descriptor Code: <b>3.3001</b>	Issued Date: <b>04/09/15</b>
		Rescinds:	Issued:

1 Cellular phones shall be provided to a limited number of employees when essential to the operation of  
2 the school system. Whenever possible, other methods of more economical, immediate communication  
3 shall be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be  
4 approved by the director of schools/designee. The Board shall be financially responsible for the  
5 customary minimum monthly bills for pre-approved cellular phones.

6 Cellular phones provided to employees are for official school business only and shall not be used for  
7 personal purposes except in cases of emergencies. If the monthly bill reflects charges greater than the  
8 customary minimum monthly bill, the excess portion shall become the responsibility of the employee  
9 to whom the cellular phone has been issued.

10 The director of schools shall develop procedures for assignment and use of phones, billing disputes and  
11 lost or damaged cellular phones. These procedures shall be given to any employee requesting a cellular  
12 phone.

13