

Hardin County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 11/04/02
		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 custom-
5 ary 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 used
8 for personal purposes except in cases of emergencies. If the monthly bill reflects charges greater than the
9 customary minimum monthly bill, the excess portion shall become the responsibility of the employee to
10 whom the cellular phone has been issued. If the employee wishes to dispute the portion of the monthly
11 bill for which s/he is responsible, the employee may request and become financially responsible for
12 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, billing
15 disputes and lost or damaged cellular phones. These procedures shall be given to any employee request-
16 ing a cellular phone.
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