

Personnel – Certified / Non-Certified

4118.6

CELL PHONE USE

4218.6

The district provides cell phones to selected employees in order to carry out activities directly related to their job responsibilities. Cell phones may not be used while driving a vehicle unless the cell phone is operated using a hands-free device. If a hands-free device is not available, the vehicle must be stopped while communicating by cell phone.

All cell phone accounts are managed by the Business Office, including, arrangements for calling plan, type of telephone instrument, and any and all other arrangements with an equipment or service provider. District cell phones may not be purchased through individual school budgets or other school accounts.

Cell phones shall be used only by the individual to whom it is issued and are restricted from personal use (both incoming and outgoing) except in the case of bona fide emergencies.

The loss or theft of a cell phone shall be reported immediately to the Business Office.

Adopted 8/27/2004