



PROPOSED AGENDA ITEM

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DATE: January 24, 2008

SUBJECT: Policy 717-Usage of School Cell Phones and Hand-held Communication Devices

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INITIATED BY: Paul Fritz, Business Manager

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DESCRIPTION:

First reading of Policy 717-Usage of School Cell Phones and Hand-held Communication Devices

The purpose of the policy is to set forth the conditions for use of cell phones by staff in the performance of their duties

The use of cell phones, at this time, is being recommended for use of the Maintenance Staff. Cell phones will replace pagers that have been in use for many years.

The policy outlines the consequence of personal use of cell phones and the references the Internal Revenue Service regulations regarding taxation.

RECOMMENDATION:

First reading of Policy 717-Usage of School Cell Phones and Hand-held Communication Devices.



SECTION: PROPERTY

TITLE: USAGE OF SCHOOL CELL  
PHONES AND HAND-HELD  
COMMUNICATION DEVICES

ADOPTED:

REVISED:

|                                     | 717. USAGE OF SCHOOL CELL PHONES AND HAND-HELD COMMUNICATION DEVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 1. Purpose                          | The Operating Committee understands that the use of cellular phones provides for effective communication in the course of conducting School business. Furthermore, the Operating Committee recognizes the necessity of providing a mode of communication in support of the safety, general welfare, the instructional program and more efficient communication of the school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. Authority                        | The Operating Committee directs that cellular phone service be made available by the Erie County Technical School for use by appropriate school staff and the Director shall develop guidelines that allow for reasonable use of cellular phones. Cell phone users are responsible for adhering to Board policy and following administrative regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. Delegation of Responsibility     | The cellular phone/device that the employee is receiving is the property of the Erie County Technical School. The School may require the employee to return the cellular phone/device to School at any time without providing a reason.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4. Guidelines<br>Pol. 317, 417, 517 | <p>Inappropriate, unauthorized and illegal use of a cell phone/device by any individual will result in appropriate disciplinary action.</p> <p>The Director shall have the authority to determine what is appropriate and inappropriate cell phone/device use and his/her decision is final. The Director or designee shall have a complete list of individuals issued a phone or other hand-held communication device and will review the invoices for inappropriate cell phone/device use.</p> <p>This policy acts as an acknowledgement and agreement of the following:</p> <ol style="list-style-type: none"> <li>1. The cellular telephone/device is to be used for school-related business. Personal use is not permitted. The employee shall have no expectation of privacy in any information stored on the phone/device and the School may access such information at any time.</li> </ol> |

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2. If any employee uses a School provided phone for personal use the employee must notify the Business Director in writing of such action. The employee will be invoiced the prorated amount of personal use and the employee shall reimburse the School for such charges immediately upon request by the School. Personal use will be permitted in emergency situations only.
3. Any employee driving or operating a School vehicle or personal vehicle while engaged in a school activity and/or school business is strictly prohibited from using any cell phone and/or hand-held communication device (whether School issued or otherwise) while driving or operating the vehicle. In the event any employee driving or operating a School vehicle or personal vehicle while engaged in a school activity and/or school business receives a cell phone/device call (whether on a School issued or personal cell phone/device), the employee shall not answer the call and/or have voice mail answer the call (if the phone/device has such capabilities). In the event the employee must use a cell phone/device, the employee must do so according to the following guidelines:
  - a. Pull off the roadway and stop the vehicle in a safe area.
  - b. Use the cell phone/device only when the vehicle is not moving.
  - c. Never use the cell phone/device in heavy or difficult traffic or bad weather.
4. Each employee issued a cell phone/device shall sign a verification acknowledging that s/he has received and read a copy of this policy and intends to comply with the same, which acknowledgement will be kept on file in the Business Office.
5. Any individual who receives a School cellular phone/device is responsible for safekeeping and care of the phone/device and must report any theft, loss or vandalism. S/he will be held financially responsible for replacement and/or repair costs if his/her phone/device is damaged due to negligence.
6. Upon termination with the Erie County Technical School for whatever reason or cause the employee must return the cellular phone/device to his/her supervisor. Failure to do so will result in a deduction from the employee's last paycheck for the cost of the phone/device.
7. The cellular phone/device must be present with the employee during normal school hours. The cellular phone/device will be answered or the call returned within a reasonable amount of time and in accordance with this policy.
8. Employees must adhere to all state and federal regulations when using their cell phones/devices and operating a motorized vehicle. Any employee charged with a traffic violation involving the use of a cell phone/device while driving shall be solely responsible for all liabilities resulting from such violation.

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|  | <p>9. School cell phone users shall not loan or otherwise make available their cell phone to non School personnel.</p> <p>References:</p> <p>Internal Revenue Service (IRS) Regulations</p> <p>Board Policy – 317, 417, 517</p> |
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**CELL PHONE AND HAND-HELD COMMUNICATION DEVICE POLICY  
ACKNOWLEDGEMENT**

I have been issued a School owned cell phone and/or hand-held communication device. By signing below, I am acknowledging that I have received a copy of the School's Usage of Cell Phones and Hand-Held Communication Device policy, have read and understood the terms of the policy and intend to fully comply with the policy. I understand that any violation of the policy may result in the imposition of the appropriate disciplinary action, including without limitation termination of employment or loss of cell phone/device privileges. I further understand that failure to comply with the terms of the policy may result in my having to reimburse the School for charges or costs incurred by my unauthorized and/or personal use of the cell phone/device. I acknowledge that I have no expectation of privacy in any information which I store on the cell phone/device and that the School can access such information at any time.

I hereby accept the cell phone/device (description/number \_\_\_\_\_)

Employee's Signature: \_\_\_\_\_

Print Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

SECTION: OPERATING COMMITTEE  
PROCEDURES

TITLE: POLICY FORMULATION

ADOPTED: December 19, 1996

REVISED: November 19, 2002

# ERIE COUNTY TECHNICAL SCHOOL

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|               | 009. POLICY FORMULATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1. Guidelines | <p>The Joint Operating Committee shall follow these guidelines for final adoption of school policies:</p> <ol style="list-style-type: none"><li>Policy drafts are to be initially reviewed by the policy committee or the Joint Operating Committee as a whole.</li><li>The first reading of the policy is to occur at a regular meeting of the Joint Operating Committee.</li><li>Notification of intent to adopt policies which affect employees shall be posted and copies distributed to employees prior to adoption.</li><li>The second and final reading of the policy is to occur at the regular Joint Operating Committee meeting. The policy may be adopted at the meeting at which the second reading occurs.</li></ol> |