

Book	Policy Manual
Section	700 Property
Title	Cellular Telephones
Code	717
Status	Second Reading
Legal	1. Pol. 624 2. Pol. 317 26 U.S.C. 1 et seq

Purpose

The **Joint** Operating Committee **recognizes** that the use of cellular **telephones by employees may be appropriate and necessary to provide for the effective and efficient operation** of the school. **In addition, the use of cellular telephones can help to ensure the safety and security of school property, staff, students and others while on school property or engaged in school-sponsored activities.**

Authority

The Joint Operating Committee authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the school shall be used for authorized business purposes. Personal use **of such shall be prohibited, except in emergency situations.**^[1]

Guidelines

Expenses incurred for personal use of cellular telephones provided by the school shall be reimbursed to the school by the employee.

Use of **cellular telephones by employees in violation of Joint Operating Committee policy, administrative regulations, and/or federal or state laws shall** result in discipline, as appropriate.^[2]

Delegation of Responsibility

The Director or designee shall determine which employees receive cellular telephones provided by the school for business purposes.

The Director **or designee** shall develop **administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.**

The Director or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized school business.