

## TELEPHONE SERVICES

The administration has established the following guidelines for the appropriate use of District-owned mobile and other communication devices.

Cellular services may be provided to employees who, because of job-related activities must have easy access to a telephone. The Superintendent/CEO or designee develops a list of the positions that need mobile devices.

### Plans

The business office contracts with a company that best meets the needs of the District.

### Damage, Loss or Theft

Mobile devices that are damaged in the course of business should be brought to the business office to be sent to the cellular plan administrator for repairs. Lost or stolen cellular equipment must be immediately reported to the employee's supervisor and to the business office so that service can be cancelled. All costs incurred for replacement or repair are the responsibility of the District and/or the employee.

### Usage

The business office:

1. educates employees regarding appropriate mobile device procedures;
2. discourages employees from using District-owned mobile devices while operating any vehicles unless using the approved communication equipment provided for use in job-related duties;
3. explains to employees their responsibility for lost, stolen or damaged mobile devices and
4. explains to employees that mobile devices are to be used for District-related business, that the mobile devices may not be used to operate a personal business and that the employee's immediate supervisor is responsible for monitoring cellular use.

Personal Calls

The District provides mobile devices to employees for the purpose of conducting District business. The use of District-owned mobile equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary. All personal long distance charges incurred by the employee are the employee's responsibility. It is the employee's responsibility to reimburse the District for these charges.

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