

### **CELL PHONE USAGE**

The Board of Education finds it necessary and appropriate to provide certain employees with cell phones in order to facilitate the effective and efficient administration of the schools of the district.

Any cell phone provided to an employee by the Board is to be used primarily for conducting the business of the district and is not intended for personal use. However, the Board does recognize that while personal use is strongly discouraged, it does authorize the use of a district cell phone for incidental personal calls within the phone's lease terms and where there is no incremental cost to the district.

Should the phone's contract minutes be overused, or if personal calls are made that are outside the phone's lease terms and generate additional charges, the employee shall reimburse the district for the cost of the personal calls to the extent that the personal calls caused the over-usage of minutes or generated extra charges. Additional charges that are associated with personal use that are not reimbursed by the employee will result in the appropriate disciplinary action. Employees are discouraged from making or receiving cell phone calls while driving. If the employee is driving and receives a call that is critical to the operation of the district, the employee is encouraged to stop their vehicle as soon as safely possible.