

## **Cell Phone Policy**

**GBEE**

### **Purpose**

The use of cell phones is for the purpose of conducting Huron School District related work activities in order to enhance job productivity and to maintain communications with appropriate staff.

### **Authorization**

A school district owned cell phone will be issued to school administrators and other district employees when required by that employee's job duties and as determined by the Superintendent or designee.

Additionally, the following rules shall apply regarding the use of district owned cell phones:

1. The district enrolls in a monthly plan that provides for up to a specific number of minutes available for use. When, on a monthly basis, the use exceeds the allowable minutes, the employee will be responsible for all personal calls, if any, charged that month, up to the total number of minutes that exceeded the monthly allocation.
2. The employee is also responsible for any additional charges incurred during each month. Examples are directory assistance, roaming, ringtones, and software applications. This is not intended to be an all inclusive list; ANY additional charges are the responsibility of the employee. Any disputed charges can be brought to the phone company by the employee for resolution; however the employee is responsible to pay the charges to the district at the time the bill is due. If a credit is subsequently obtained from the phone company, the district will issue the employee a refund.
3. The cell phone may not be used by anyone other than the school district employee.
4. Employees will be held liable for lost, stolen, or damaged cell phone equipment.
5. Employees required to have cell phones are expected to be available to respond to calls and messages on all days and at all times.
6. The district will not pay the monthly fee or for equipment for private phone plans when the employee wishes to provide their own plan or equipment.

**Board approved January 10, 2011**