



Section: *Operations*

Title: *Cellular Telephone Policy*

Adopted: *May 18, 2006*

Revised:

816 Cellular Telephone Policy

Purpose:

To provide guidelines for the use of district issued cell phones, Nextel or other mobile cell device, in the Colonial School District.

Policy:

Cell phone service provided to an employee is primarily for business use, and may be used for personal reasons only in emergency circumstances. Business use is defined as any use in the course of performing specific job-related duties on behalf and for the benefit of the Colonial School District.

Procedures for District Issued Cell Phones:

- a. Cell phone equipment or supplies provided to employees will be purchased and owned by the Colonial School District. Employees are responsible for the safekeeping and care of the cell phone they are assigned.*
- b. All costs associated with cellular telephone service are managed by the office of the Chief Information Officer. Such costs include but are not limited to purchase of equipment; service initiation; monthly fees; per-minute cost of calls in excess of calling plan; roaming fees; maintenance and repair of equipment; and replacement of lost or stolen equipment.*
- c. According to Internal Revenue Service Code, any personal use of an employer issued phone by the employee may be considered taxable income and subject to withholding taxes.*
- d. The employee is not responsible for any portion of the basic, routine monthly charge for service and plan-allotted minutes.*
- e. The user's supervisor should review monthly bills to ensure that employees are using the district issued services appropriately and following district policy.*

- f. *The user's supervisor is responsible for notifying the Chief Information Officer for terminating the cell phone plan when the user is no longer employed by the Colonial School District.*

Responsibility

- *The Chief Information Officer or his/her designee is responsible for applying for E-Rate reimbursement for Telecommunication services.*
- *The Chief Information Officer or his/her designee is responsible for establishing procurement procedures for cell phones and securing best cost for services.*
- *The Chief Financial Officer or his/her designee is responsible for prescribing appropriate accounting procedures.*
- *Cell phone users are responsible for following Board policy and carrying out administrative regulations.*

General Guidelines

- *The Chief Information Officer will assign use of phones based on need and availability.*
- *The use of School District cell phones is for School District business only and shall not be used for personal calls, except in the event of extreme personal emergency. In the event that a personal call is made, the user's supervisor must be notified by the phone user, in writing, of the date and circumstances of the call in question. The users will be held liable for non-work related calls.*
- *The District will not reimburse personal cell phone bills for District-related business calls.*
- *Cell phone users shall not "loan" or otherwise make available their cell phone to non-District personnel.*

Cycle Review Procedures

Cell phone user

- *The user must review their monthly invoice to ensure that all calls were initiated and placed for School District business. Any personal calls must be identified and reported to his/her supervisor..*
- *The user will sign the monthly statement to acknowledge compliance with the cell phone policy.*
- *The user's supervisor should be notified IMMEDIATELY if there are any exceptions or discrepancies.*

Administration

- *The user's supervisor will review the monthly invoices for all department users to ensure compliance with the District's cell phone policy, as well as approve the expenditures.*
- *The Chief Information Officer or his/her designee is responsible for maintaining original documentation (invoices organized by month and user) for cell phone usage.*
- *The Chief Information Officer or his/her designee shall review the District wide monthly statement for compliance with administrative regulations for cell phones.*
- *The Chief Financial Officer or his/her designee shall review the District wide monthly statement for compliance with accounting procedures for cell phones, and shall process the monthly statement for payment.*

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