

Telephone Service
District-Owned Cellular Phone Usage Policy

Records of Phones and Users: The encumbrance clerk shall maintain a record of all District-owned cellular phones. The record will include, but not be limited to, a description of each phone that lists the phones, a.) telephone number; b.) name of make or model, and c.) serial number. The record shall include d.) the name of any individual to whom each phone on the list is provided for District usage. If a cellular phone is assigned to a bus, then e.) an identification of the bus to which the phone is assigned shall also be included in the record.

Limited for District Use: District cellular phones shall be used only for the purpose of conducting District business. District cell phones will not be used for personal calls. Usage will not exceed the user plan minutes for that phone. Any additional monthly charges above the usage plan minutes will be the financial obligation of the employee using the phone unless the employee satisfactorily identifies/explains how the calls were necessary for District use.

Users To Review Monthly Billings: At the end of a billing period, the user of a phone will a.) review the calls listed on the billing sheet for that phone, b.) mark on the billing and bring to the attention of the encumbrance clerk any call made to a number that might make the district-purpose of the call questionable and c.) provide a brief written explanation as to how the call related to District business. Generally, any call not made to a District facility will need to be explained. If there is a question as to whether a call was District-related and the call was not made by the Superintendent, the encumbrance clerk shall bring the matter to the Superintendent for a decision as to whether or not the call was District-related. If there is a question as to whether a call was District related and the call was made by the Superintendent, then the Board shall decide whether the call was a District-related or a personal call.

If it is necessary for a user of a District cell phone to make or receive a District-related call other than to or from a school site, the user shall record as promptly as possible after the call a.) the date and approximate time of the call, b.) to whom the call was made/received, and c.) the District-purpose of the call. The Superintendent or Superintendent's designee may develop a chart for such information that an employee will use while on travel-status to record such calls.

Computer Technology Director/Technician: The cell phone assigned to the Computer Technology Director/Technician shall only be used to receive in-coming calls, unless there is a genuine emergency requiring an out-going call that cannot be made through an on-line phone. When the Computer Technology Director/Technician is at a school facility that has a phone, the on-line phone of that facility will be used to make calls.

Cell Phones Shall Not be Used From Inside School Facility With An On-Line Phone: A District cell phone will not be used when the user needs to make a call from a school facility. Calls from within a school facility will be made through on-line phones.

Cell Phones Will Not Be Used to Call Information For A Phone Number: District cell phones will not be used to call information to obtain a phone number unless there is no other possible means readily available to obtain the number needed.

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Consequences: Failure to comply with this policy may include, but is not limited to, forfeiture of usage of a District phone for the time period set by the Superintendent, a warning that repeated failure may lead to employment termination, or employment termination, depending upon the various factors that occurred in non-compliance with the policy.

Adopted: January 27, 2003

Revised:

Legal Reference:

Cross Reference:

District #001, Woods County, Oklahoma

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