

### USE OF THE DISTRICT-OWNED CELL PHONE

A school District-owned cell phone may be issued to the Superintendent, Business Manager/Administrator, Principal, or when required another employee where a specific situation/job/assignment calls for the cell phone's temporary use as determined by the Superintendent or the Superintendent's designee.

Additionally, the following rules may apply regarding the use of a District-owned cell phone:

1. The cell phone invoices shall be checked each month and any charges made for personal calls shall be reimbursed to the district by the employee who made the calls.
2. The cell phone may not be used by anyone other than the school district employee to whom it has been issued.
3. The number of cell phones owned by the district, and the names of the parties to whom the cell phones are issued on an annual basis shall be provided to the Board of Education. The Board shall also be provided in a timely manner with a copy of the Cell Phone Use Log on which the names of the parties who have been allowed temporary usage have been entered.

