

## CONCRETE SCHOOL DISTRICT

### Cell Telephones

Cell telephones use is intended to ensure the safety of students, staff and patrons as well as to enhance the effectiveness of District communication.

Each employee will sign a cell phone documentation form stating that they are aware of the procedures regarding the use of District owned cell phones.

An overriding business need must be demonstrated for issuing a District cell phone by addressing the following in the request for approval:

- Public Perception
- Efficiency in accomplishing day-to-day activities
- Safety
- Other available communication options

District-owned phones are to be used to conduct district business only, including incoming and outgoing calls. Notifying family members of changes in travel plans and emergency situations are not considered personal use and are therefore allowed. The assignment of cell phones is restricted to the following employees: Superintendent and Bus Garage.

It is recognized that the superintendent is to be available 24/7 by phone. It is also recognized that cell phone technology has advanced to include Outlook Web Access and modem capability. These devices help administration with the scheduling and emails that require significant time and energy. The district is currently providing a district owned cell phone with a data plan to the superintendent. If he or she exceeds the monthly allocation those cost will be paid by that individual by the end of the month.

**Date:** 6/26/2001

**Updated:** 7/28/2010

Form 6250F

**CELL PHONE DOCUMENTATION**

**Concrete School District #11  
Concrete, Washington**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

The person assigned this cell phone is responsible for all calls made on this phone. Notify the District Office immediately if this phone is lost, stolen, or needs repair.

By signing this document, I understand that this District owned cell phone is to be used for District business purposes only. I understand that the District Office will audit cell phone bills. If it is discovered that personal calls were made using this District owned cell phone, I may be subject to disciplinary action.

*By my signature below I acknowledge receipt of the above cell phone and a copy of Concrete School District Policy 6250 and Procedures 6250P on its use.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Original: District Office Copy: Cell Phone User and IT Department