

SECTION: PROPERTY
TITLE: CELL PHONES
ADOPTED: OCTOBER 13, 2008
REVISED:

717. CELL PHONES

1. Purpose
The Board understands that the use of cellular phones provides for effective communication in the course of conducting district business. Furthermore, the Board recognizes the necessity of providing a mode of communication that will extend a safe learning environment for staff and students while away from school facilities.
2. Authority
The Board directs that cellular phone service be made available by the Bradford Area School District for use by appropriate district staff and directs the Superintendent to develop guidelines that allow for reasonable use of cellular phones. The Director of Business Affairs or his/her designee shall establish procurement procedures for cell phones that satisfy the requirements for E-rate reimbursement and is responsible for internal review of cell phone invoices. Cell phone users are responsible for adhering to Board policy and following administration regulations.
3. Guidelines
The following guidelines have been established for cell phone use:
 1. The administration will assign use of phones based on need and availability.
 2. Use of school district cell phones is for school district business.
 3. Users of school district cell phones shall be responsible to pay for usage over and above the allotted phone plan minutes when personal calls are made or extra charges incur that are not included with the plan (i.e. text messages). User will pay for all personal calls capped at the amount charged for additional minutes over and above the plan amount. Misuse or inappropriate use of the phones shall lead to disciplinary action.
 4. Cell phone users shall not “loan” or otherwise make available their cell phone to non-district personnel.
 5. Cell phone users are responsible for all calls on their

respective phones.

6. The school district will not reimburse personal cell phone bills for district-related business calls, except for extraordinary or emergency circumstances.
7. Cell phone users are responsible for the safety and security of the cell phone equipment assigned to them. All cell phone equipment must be returned to the school district upon termination, leave of absence, or the request of the school district. Cell phone users shall be responsible for reimbursement of any costs for replacement or repair of cell phone equipment caused by the actions of negligence of the cell phone user.
8. Cell phone users are required to sign an acknowledgement and consent agreement regarding their possession of cell phone equipment (attached).
9. Any cost related to personal cell phone usage or resulting from the misuse of a district cell phone will be paid within thirty (30) calendar days of issuance of the invoice or the district will take steps to attach wages and reclaim the equipment.