

Personnel

Series 400

Policy Title: Employee Use of Cell Phones Administrative Regulation

Code No. 401.12-R

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Cell Phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, inservices, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential information either verbally or written.
3. Employees are prohibited from using a cell phone while driving, unless in the case of an emergency, unless the vehicle has come to a complete stop off the traveled portion of the highway.
4. Cell phones are provided specifically to carry out official school district business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies.
5. Personal use of school district-provided cell phones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official school district duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on school district or other public telephones.
6. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the superintendent or designee who will in turn notify the service provider. Reckless or irresponsible use of school district equipment, resulting in loss or damage may result in the employee having to reimburse the school district for any associated costs of replacement or repair.
7. Cell phones and any other school district issued communication equipment issued for employees are to be returned to the board secretary at the conclusion of, employment or as otherwise specified or immediately upon request.

Cell Phone Authorization

School district-provided cell phones may be purchased and authorized for staff use by the

Superintendent or designee, when it is determined:

1. The assignment of a cell phone device to the employee is a prudent use of school district resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a school district or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the safety of individuals and security of school district property.

Cell Phone Business Procedures

Employee-owned cell phone charges will be reimbursed to the employee according to Board Exhibits 312.3-E1 and 312.3-E2.

If personal calls are made on a district-owned phone and the calls result in an additional plan charge to the district, the calls must be itemized and reimbursed to the district.

Adopted: December 6, 2010

Legal Reference: (Code of Iowa)

Reviewed: January 21, 2013

Amended: April 3, 2017  
July 15, 2019

Cross Reference: