

TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: First Reading Policy 6250 Cellular Devices (formerly Cellular Telephones)

DATE: October 4, 2022

TYPE: Board Discussion

This is the first reading of updated Management Policy 6250 Cellular Devices (formerly Cellular Telephones). The revised policy is in line with the Washington State School Directors Association (WSSDA) model policy 6250 Cellular Telephones, except staff recommend title and wording changes to reflect more current terminology as cellular devices are now much more than just a "telephone."

For your information, I have also included a new form that will be signed before cellular devices are issued. Employees who currently have devices will also sign it. Changes to the form may be made periodically with administrative approval, similar to procedures.

If you have any questions regarding the attached documents, please contact me.

CELLULAR TELEPHONES DEVICES

The board authorizes the issuance of cellular telephones devices to staff designated by the superintendent for business telephone callsuse at those times when designated staff do not have regular telephone communication service readily available. At the time a designated employee accepts a district cellular telephonedevice, he or she shall-will provide written assurance of financial responsibility for any personal or non-business calls made onuse of the cellular telephonedevice. Within ten days of the district receiving the cellular telephone-bill, each designated employee will review his or her statement of calls, if applicable, and reimburse the district promptly for any personal or non-business calls use in excess of the contract amount. Any staff member who has been issued a cellular telephone-device shall not use the telephone it if any personal or non-business call-charges are outstanding. The superintendent shall establish procedures for the use of cellular phonesdevices.

Cross References:

Policy 2022 Technology and Electronic Resources and Internet Safety

Adoption Date: 06.17.03

Stanwood-Camano School District

Revised:



Cellular #:	
Issued To:	
Date:	Plan

<u>Cellular Device</u> <u>Acceptable Use Agreement</u>

District cellular devices and service plans have been authorized for the efficient business operation of the District and/or for use during emergencies. The purchase of District-owned cellular equipment and associated services shall be coordinated through the Technology Department.

The undersigned agrees with the following terms and conditions:

- I understand that no personal calls/texts will be placed or received on a District paid device/service. I will avoid issuing the telephone number to individuals who may use it for personal reasons.
- o I will adhere to the requirements defined in Board Policy 6250.
- I understand that accidental or emergency personal use of a District paid device/service must be promptly reimbursed to the District for all calls/texts/data in excess of the contract amount. This applies to both incoming and outgoing use.
- o I understand that I may receive a copy of the cellular bill to review if I have exceeded my plan service limits or if unusual or inconsistent use is noted. I will review the bill to ensure accuracy and reimburse the District promptly, if applicable.
- I understand that the cellular device and associated accessories are District property assigned to me for District business. I am personally responsible for its care and security at all times. I may be held liable for damage or loss while it is in my care.
- I am responsible for returning the device and accessories, if applicable, to the District upon request or when I no longer need the items for my District responsibilities.
- I will avoid use of additional calls/texts/data charges or other services that increase operational costs.
- I will make efforts to avoid use by unauthorized users.
- I will avoid use of the cellular device while operating a vehicle or other machinery.
- I understand the use of district technology, including cellular devices, to conduct and communicate district business via email, district social media, and text are all subject to the Washington Public Records Act.

Employee Signature	Date
Budget Authority	Date
Budget Account Code	

Send original form to the Technology Department. Copies will be forwarded to HR and Fiscal.