

- () Required
- (X) Local
- () Notice

USE OF CELLULAR PHONES

The Board of Education recognizes that certain district employees will be required to carry district-owned cellular phones/devices in order to meet their job responsibilities.

A list of job titles requiring district-owned cellular phones/devices shall be maintained in the Business Office and reported to the Board for its approval each year at its organizational meeting in July. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

Cellular phones/devices are to be used for school district business purposes only and anything other than incidental private use is prohibited. Failure to follow these guidelines may result in revocation of the device and discipline of the employee. In addition, since employees are issued district-owned cell phones/devices in connection with their work responsibilities, employees shall not have an expectation of privacy with respect to the information contained on the device (e.g., text messages, records of phone calls, etc.).

As with any district-owned equipment, employees must take proper care of cellular phones/devices and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Director of Facilities. Since employees are responsible for the safe return of district-owned cellular phones/devices, employees who use district-owned cellular phones/devices may be liable for damages or loss which occur during the period of its use.

Ref: Fourth Amendment, U.S. Constitution
Fourteenth Amendment, U.S. Constitution
City of Ontario, California v. Quon, 560 U.S. 746 (2010)

Adoption date: May 21, 2019

CELLULAR TELEPHONES

Positions/Locations that may be assigned district owned phones.

Administration

Superintendent
Assistant Superintendent for School Administration
Director of Business and Support Services
Jr./Sr. High School Principal
Jr./Sr. High School Assistant Principal
Elementary Principal
Elementary Assistant Principal
Director of Facilities
Transportation Supervisor
Athletic Director

Facilities

Jr./Sr. High School Daytime Custodian
Jr./Sr. High School Night Custodian
Administrative Office Building Daytime Custodian
Administrative Office Building Night Custodian
Castleton Elementary School Daytime Custodian
Castleton Elementary School Night Custodian
Maintenance Mechanic
Groundskeeper

School Nurses

Castleton Elementary School
Jr./Sr. High School

Main Offices

Jr./Sr. High School Main Office
Castleton Elementary School Main Office

IT Department

Network Systems Engineer
Network Administrator

OTHER

Castleton Elementary School Physical Education Department – 2 phones
Jr./Sr. High School Physical Education Department – 4 phones
Castleton Elementary School – School Monitor (playground)
Jr./Sr. High School – Senior School Monitor

Mobile Communications Administrative Regulation for Administrators and Designated Staff

- The Schodack Central School District has purchased a number of cellular telephones/devices for use as part of the emergency response actions within the district. Assignment of a cellular phone/device is determined annually at the Organizational meeting. The assignment of a cellular phone/device should not be considered a benefit but a necessary tool for emergency response. This procedure outlines the responsibilities of the administrators/employees who are assigned a district cellular phone/device.
- Employees and administrators assigned a district cellular phone/device are required to keep the phone/device on and available during each designated individual's workday and any other time while involved in assigned school district functions.
- Transportation Supervisor and Director of Facilities will keep assigned phones/devices on and available 24 hours.
- Administrators will be available either by home phone, district-issued cellular phone or personal cellular phone 24 hours.
- The cellular phone/device is to be used for school business and emergency response only. Any unauthorized personal use that incurs additional charges will be reimbursed by the employee to the district. Reimbursement will occur within 15 school days of notice.
- Since employees are issued district-owned cell phones/devices in connection with their work responsibilities, employees shall not have an expectation of privacy with respect to the information contained on the device (e.g., text messages, records of phone calls).
- It will be the responsibility of the individual assigned the cellular phone/device to ensure that it remains charged and ready for use.
- Employees and administrators in possession of district equipment, e.g. cellular phone/device, charger units, etc. are expected to protect the equipment from loss, damage or theft.
- An employee or administrator may be required to pay replacement or repair cost for any lost or damaged cell phone or equipment that results from an employee or administrator's negligence.
- Should the employee receive incoming calls during an emergency, the employee is expected to obey local laws with regard to mobile phone use while driving. On leaving the district's employment, the employee or administrator agrees to return the mobile phone and all of its accessories.

A district mobile phone is the property of the district and as such may be removed from the employee's possession at any time. Abuse of district mobile phone privileges, may result in loss of district mobile phone privileges or disciplinary action in accordance with the appropriate school procedure or collective bargaining agreement.

Schodack Central School District Mobile Phone Acceptance Form

Employee Name: _____

Assignment: _____

Date of Issuance: _____

Serial Number: _____

Accessories: _____

Date of Return: _____

I have read and understand the Schodack Central School District's Mobile Phone Administrative Procedure regarding the acceptance and use of a district issued mobile phone and agree to comply with the procedure.

Employee Signature: _____ Date: _____