

DISTRICT OWNED CELL PHONES

The Board of Education recognizes that certain District employees will be assigned District-owned cell phones in order to meet their job responsibilities. The Board further recognizes that certain District-level and/or building level administrative employees will use a Smartphone (i.e iPhone, Blackberry, etc.) device with the capacity for voice, text, data transmissions, and “apps” as a necessary business communication tool in carrying out their job responsibilities.

The Superintendent of Schools or designee must approve all cell phone and Smartphone users. Criteria that will be considered in assigning a cell phone or a Smartphone device include overall supervisory responsibilities, health and safety responsibilities, and school security responsibilities. Job titles that will be assigned District-owned cellular telephones and Smartphone devices will be maintained in the Business Office and will be reported to the Board of Education in January and July of each year. The Board recognizes that due to changing District needs and personnel, the job titles on the list may be modified by the Superintendent of Schools throughout the year in accordance with the criteria set forth above.

As with any District-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss or theft must be reported immediately to the Business Office. If appropriate, the District may seek reimbursement from the employee for damage or loss.

District-owned cell phones and Smartphone devices may be provided to enable the employee to conduct District business. Employees utilizing Smartphone devices that include Internet access must abide by the District’s Acceptable Use Policy with respect to use of the Internet on the Smartphones. The Board recognizes that incidental personal use of cell phones/Smartphone devices may occur. However, the employee shall be responsible for any personal use of the cell phone or Smartphones that results in an additional cost to the District beyond the cost of the plan in place for the employee. The Business Office shall determine, to the extent possible, such charges and obtain reimbursement from employees. Authorization to use a District-owned cell phone or Smartphone device may be restricted if an employee is delinquent in reimbursing the District for such charges.

Bills for cell phone/Smartphone usage and subsequent reimbursement for expenses associated with such use will be audited at least once per year by the District’s Claims Auditor. The Claims Auditor will report conformance with the requirements herein to the Superintendent of Schools, Board President, Audit Committee and Business Official following each audit. The Business Official shall review the District’s cell phone/Smartphone plans and employee usage on an annual basis and shall recommend appropriate modifications thereto, if any.

Ref: General Municipal Law §§103, 104-b

Adopted: May 18, 2005

Reaffirmed: December 6, 2006

Reaffirmed: January 1, 2008

Revised: December 17, 2014