

TELEPHONE SERVICES
(School District Cellular/Digital Telephones)

The Board recognizes the importance of electronic communication devices in carrying out the day-to-day operations of the District. The Board authorizes the Superintendent to assign at District expense cellular/digital telephones and/or other electronic devices as appropriate and to develop regulations for their use.

The regulations are as follows:

Administrators, Supervisors/Directors & Intervention Providers – Due to the responsibilities as the leaders of buildings, department and oversight of at-risk students, personnel in these positions are expected to carry cellphones with them at all times and be accessible 24 hours per day, seven days per week. With that understanding, the District acknowledges that reasonable personal use of phones assigned will be permitted. Abuse of such use will not be tolerated. The Superintendent/designee is assigned to monitor the use of assigned phones and report suspected misuse to the Superintendent.

Maintenance, Head Custodians & Technicians – Personnel in these positions are assigned cellphones due to their responsibility for the daily operation of the school facilities. As such, they are expected to carry cellphones with them at all times and be accessible 24 hours per day, seven days per week. With that understanding, the District acknowledges that reasonable personal use of phones assigned will be permitted. Abuse of such use will not be tolerated. The Superintendent/designee is assigned to monitor the use of assigned phones and report suspected misuse to the Superintendent.

Extended Day Caregivers – Cellular telephones are assigned to extended day caregivers to be used during hours assigned for supervision in the Extended Day Program. These phones are to be used to communicate with before and after school providers, to report absences, confirm attendance, locate children and communicate with supervisors and colleagues regarding the operation of the program. Use of these phones for personal reasons is not permitted. The Superintendent/designee is assigned to monitor the use of assigned phones and report suspected misuse to the Superintendent.

Other Cellular Phones Assigned – On occasion it may be necessary to assign cellphones to other persons employed by the District that require instant availability. Procedures and expectations for use of these phones will be defined when assigned. The Superintendent/designee will be included in the assignment of these specific phones not covered in the general regulations stated above. The Superintendent/designee is assigned to monitor the use of assigned phones and report suspected misuse to the Superintendent.

The cellphone regulations will be reviewed annually.

(Approval date: June 1, 2004)

(Re-approval date: January 5, 2006)

(Re-approval date: June 21, 2007)

(Re-approval date: August 21, 2014)