

## USE OF DISTRICT OWNED CELL PHONES

AR8332

1. Cell phones/Hot Spots may be issued to District employees only in accordance with the Board of Education's Cell Phone Policy. In order to have a cell phone issued, a supervisor must complete a "Request for Cell Phone/Hot Spot Form" (attachment 1) and obtain approval of the issuance of the phone by the Assistant Superintendent for Support Services.
2. A listing of all positions that are supplied with a cell phone/hot spot will be provided to the Board of Education each year at its Reorganization Meeting.
3. Prior to issuance of a cell phone/hot spot the employee must complete the "Cell Phone Agreement" (attachment 2).
4. Cell phone/hot spot issuance and usage is subject to periodic review by the employee's supervisor and the administration.
5. Cell phone/hot spot usage will be monitored on a monthly basis. Should it be determined that usage, as identified by the supervisor and/or the business office, to be above average, and that such usage is identified to be of a personal nature, then the employee will be responsible for such additional costs.
6. The cell phone/hot spot may not be used by anyone other than the school district employee to whom it is issued, except in extenuating circumstances, as approved by the supervisor.
7. Employees shall take proper care of cellular phones/hot spot and shall take all reasonable precautions against damage, loss or theft. Any damage, loss or theft shall be reported immediately to the business office.
8. Employees are reminded that the use of hand-held cell phones, while driving a motor vehicle, is illegal in New York State. A violation could result in the revocation of the employee's cell phone.
9. All district-owned cellular telephones/hot spots are to remain the property of the District. District-owned cellular telephones/hot spots shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone/hot spot upon termination of employment or at the District's request will be billed for the actual cost of the cellular telephone/hot spot and for all charges made after termination of employment or the District's request.
10. No district-issued cell phone/hot spot may be used to conduct personal business which provides a "second job" benefit to the employee.

**REQUEST FOR CELL PHONE/HOT SPOT FORM**

This form must be completed and approved by the employee’s supervisor and the Assistant Superintendent for Support Services before a cell phone may be issued. Once approvals are obtained, the employee must complete and submit the Cell Phone/Hot Spot Agreement Form before the phone will be issued.

Employee’s Name: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Work Location: \_\_\_\_\_

Please describe why this position requires that a cell phone/hot spot be issued (it is recommended that the employee refer to the Board of Education Cell Phone Policy):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated amount of use (daily, occasionally, only in emergency situations, etc.):

\_\_\_\_\_

\_\_\_\_\_  
Employee’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_

Approved

Not Approved

\_\_\_\_\_  
Assistant Superintendent for Support Services

\_\_\_\_\_  
Date

CELL PHONE AGREEMENT

Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Cell Phone Number/Hot Spot Serial Number: \_\_\_\_\_

I, \_\_\_\_\_, understand that I have been issued the above-referenced cell phone/hot spot along with a copy of district cell phone policy and regulations by Burnt Hills-Ballston Lake CSD pursuant to Burnt Hills-Ballston Lake CSD Cell Phone/Hot Spot policy and, as required by this policy, I AGREE to the following:

1. The cell phone issued by Burnt Hills-Ballston Lake CSD is the property of Burnt Hills-Ballston Lake CSD and is intended to be used primarily for business purposes.
2. I understand that district cell phone usage will be reviewed
3. Misuse of the district cell phone/hot spot may result in its revocation and/or other disciplinary action up to, and including termination.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date