

STAFF USE OF ELECTRONIC DEVICES

Employees may carry cellular telephones, pagers, and/or beepers. These devices should not be used during the employee's normal duty time unless necessary to carry out an employee's duties. Use of cellular telephones, beepers and/or pagers should be curtailed at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness. Staff is encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

District Owned Cellular Telephones

1. District owned cellular telephones and services are intended and shall be used primarily for district business and in the event of emergencies and, except as otherwise outlined below, shall not be used to make or receive personal calls.
2. District employees shall recognize that cellular transmissions are not secure and will take every precaution and discretion in relaying confidential or sensitive information.
3. District employees shall recognize the need to protect cellular equipment from loss, vandalism, theft and air-time theft. If a telephone is lost or stolen, or if there is any indication that there is a theft of air-time, it is the responsibility of the employee to immediately contact the business office and have the service canceled to prevent use by others.
4. The district recognizes that personal emergencies may occur in which a district employee may need to use a district owned cellular telephone to make or receive a personal call. If an employee makes such use of a cellular telephone, he/she shall report the same to the business office by flagging the individual calls on the monthly itemized bill.
5. A district employee shall reimburse the district for all personal calls made or received using a district owned cellular telephone. Such reimbursement shall include the actual charges incurred for air-time, roaming, long-distance, and other related services. Payment must be made within thirty (30) days of the billing. Failure to do so may result in the employee's loss of cellular telephone use and/or salary deduction. Checks are to be made payable to the Raymond School Department.
6. The district reserves the right to review and monitor the use of all district owned cellular telephones. The business office may at any time share employee telephone usage records with the employee's supervisor(s).

Employee Owned Cellular Telephones

1. The district will reimburse employees for documented district business use of personal cellular telephones.
2. In order to be reimbursed, the employee will submit a Request for Refund/Reimbursement form with a copy of the cellular telephone billing with all claimed Raymond School District calls highlighted. The claim form must be signed by the employee's supervisor.

Inappropriate use of any electronic devices by staff is subject to disciplinary action up to and including dismissal and referral to law enforcement officials, as appropriate.

Adopted: February 6, 2008