

## CELLULAR PHONE USAGE PROCEDURES

### Cell phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason for personal health or safety involved.
2. Employees issued a cell phone are responsible for its safekeeping at all times. Defective lost or stolen cell phones are reported immediately to the Office of Finance and Operations, which will notify the service provider. Reckless or irresponsible use of school district equipment, resulting in loss or damage, may result in the employee having to reimburse the school district for any associated replacement or repair cost.
3. Cell phones and any other school district issued-communication equipment issued for employees are to be returned to their immediate supervisor after the school year, authorized activity, or as otherwise specified or immediately upon request.

**Cell Phone Authorization** – School district-provided cell phones may be purchased and authorized for staff use in accordance with the following guidelines:

1. Cell phones may be assigned or made available temporarily by the Superintendent or designee when it is determined:
  - a. The assignment of a cell phone device to the employee is a prudent use of school district resources.
  - b. The employee's responsibilities require the ability to communicate frequently, and access to a school district or public telephone is not readily available.
  - c. The employee's job involves situations where immediate communication is necessary to ensure the safety of individuals and the security of school district property.
2. Each employee with a cellular phone will use it according to the cellphone plan determined by the school district. Employees shall reimburse the school district any charges over the cost of the plan.
3. The accounts payable department shall review cellular phone bills monthly. Employees with excessive usage and charges will be notified, asked to monitor their usage, and if applicable, reimburse non-business charges above the allotted minutes.

SOURCE: Jackson Public School District, Jackson, Mississippi

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