

INTRODUCTION

This document is intended to provide St. Maries Joint School District No. 41 full-time employees with a set of consistent requirements and policies regarding the acquisition, appropriate use, security, and disposal of District-owned mobile devices (cell phones and cell-based WAN cards) and mobile devices which are reimbursed by the District. This document also outlines the process of reimbursement for District usage of personal cell phones.

COMPLIANCE

All District employees must comply fully and consistently with this policy. The District may conduct periodic reviews to determine compliance with this policy. Violation of this policy may result in disciplinary action up to and including termination of employment. Monthly usage reports will be available to the District Administration, who will be responsible for checking the billing for any indication of unauthorized charges, usage, or abuse of service. Discovery of any unauthorized usage or loss of any device or data should be reported immediately to the District Administration.

OBJECTIVES

It is the objective of this policy to reduce financial, legal, and operational risks associated with usage of District-owned mobile devices, as well as those employee-owned mobile devices in which the employee receives reimbursement from the District, and to provide guidelines for the procurement and reimbursement of cell phones.

ELIGIBILITY

District full-time positions and responsibilities will be evaluated by the District Administration to determine eligibility for procurement of a mobile device and/or reimbursement for use of a personal mobile device.

The following criteria will be considered for eligibility when determining mobile device procurement and/or reimbursement for personal mobile devices:

1. The employee has full-time status with the District.
2. The employee travels frequently on District business.
3. The employee's location of work is frequently outside of the District Office or their respective building.
4. The employee regularly has the need for a cell phone for school-related purposes.

5. The employee is required to have access to e-mail, calendars, and/or text messaging while not physically present at the District Office or their respective building.
6. The employee has a business need to access applications or services through mobile device which is related to work duties.
7. The employee is regularly required to be accessible during both regular work hours and after hours.
8. The employee regularly develops or presents curriculum or services that require a mobile device.

The District Administration will determine each employee's level of procurement or reimbursement based on the above criteria as well as consideration for the employee's supervisory duties, security access, remote location, project management responsibilities, and required accessibility.

LEVEL 1 – REIMBURSEMENT FOR PERSONAL MOBILE DEVICE USAGE

- The District will reimburse the employee for business use of a personal mobile device up to \$30.00 per month.
- Reimbursement will be given in six-month increments and employee shall remit a copy of a monthly statement from the mobile device carrier.

LEVEL 2 – PROCUREMENT AND/OR REIMBURSEMENT FOR PERSONAL MOBILE DEVICE USAGE

- The District will provide a mobile device to the employee
- The District will provide voice and data service for the mobile device through the District's provider
- At the discretion of the District Administration, the employee may be allowed to utilize their personal mobile device and obtain reimbursement up to \$10.00 per month for voice and data service

ACCEPTABLE USAGE

Employee-owned mobile devices which receive reimbursement from the District, are subject to all provisions of this policy.

District-owned mobile devices are to be used for business purposes. Therefore, to address personal use of District-owned phones, including voice, data, and multi-media messaging services, employees who are provided an option for a District-owned cell phone will be required to sign an agreement indicating their decision to:

- Not use a District cell phone for personal use. Incidental and accidental personal use or cell phone is permitted, but must be minimal and messages kept short as possible.

OR

- Pay a flat fee through payroll deduction based on anticipated personal use of the District-owned cell phone. Personal use should be managed to a reasonable level and should not create a negative impact on productivity. In addition, individuals may elect to increase their approved level for personal use by paying the difference in level cost.

NOTE: Personal use of District cell phones for commercial or for-profit activities under either option above is never permitted under this standard.

APPLICATIONS AND SERVICES ON DISTRICT-OWNED MOBILE DEVICES:

1. Any applications or services that are loaded on a District-owned phone must be first approved by the District Administration.
2. Any application, transaction, or service that has a financial impact to the billing statement (free or for cost) must be approved by the employee's supervisor and appropriate purchasing guidelines are followed.

DATA USAGE ON DISTRICT-OWNED MOBILE DEVICES:

1. Usage of a cell phone based data plan or a cell based WAN connection must follow general computer usage guidelines as outlined in School District Policy.

PROCUREMENT

The following procedures will be taken for procurement of District-owned mobile devices.

1. The District Administration will select phones approved for procurement.
2. All acquisitions and mobile device requests must first be approved by the employee's supervisor.
3. Cell phones are considered to have a lifespan of two (2) years. Any damage to the phone outside of the two-year period will be the employee's responsibility, unless authorized by the District Administration.
4. Cell phones should not be upgraded/replaced any earlier than one (1) year after initial purchase unless authorized by the District Administration.

The District does not reimburse or pay for hardware or accessories for employee-owned phone plans.

TERMINATION PROCEDURE

The following procedures will be enacted for all District-owned devices, as well as those employee-owned mobile devices in which the employee receives reimbursement from the District.

1. When an employee terminates employment with the District, the employee's supervisor is responsible for retrieving the District-owned mobile device(s). The device(s) must be returned to the District Administration in the same condition as it was upon issuance, less normal wear and tear. Access codes and permissions must be given to the District Administration for appropriate decommissioning of the mobile device(s).
2. District-owned mobile devices and the associated account information (including phone number) are District property. Numbers ported into the District network become District property and will normally not be taken by the terminated employee. Exceptions allowing an employee to retain their District cell phone number may be authorized by the District Administration.

UNAUTHORIZED ACCESS/USE, THEFT, LOSS, OR DAMAGE

The following procedures will be enacted for all District-owned devices:

1. Mobile devices are for strict use by the employee only.
2. Mobile devices will be returned to the District (upon employee's termination or at the request of the District Administration) in the original working condition as it was at time of issuances, less normal wear and tear.
3. Mobile devices are not to be used for non-business purposes or in an illegal, illicit, or offensive manner.
4. The employee is responsible for the theft or damage (beyond normal wear and tear) of District-owned mobile devices. Monetary reimbursement to the District may be requested from the employee for any theft, loss, or damaged mobile devices owned by the District.

The following procedures will be enacted for all District-owned devices, as well as those employee-owned mobile devices in which the employee receives reimbursement from the District.

1. Employees are not permitted to use cell phones or any other handheld device, pagers, digital assistants, laptops, or any other electronic communicative devices while operating a vehicle. Employees can use cell phones, etc., only if the vehicle is off the road and parked.
2. Employees may use “hand-free” phones in limited situations and not in prolonged conversations or in heavy and/or slow-moving traffic.
3. Employees may use cell phones while driving only to report an accident, car trouble, or if there is imminent danger.

CHANGES TO MOBILE DEVICE CONTRACTS

The District reserves the right to change or terminate this policy regarding allowances for mobile devices. Individuals eligible for reimbursement should understand that they are personally liable for monthly charges or termination fees, regardless of employment status or any change in this reimbursement policy.

Policy Cross Reference:

Legal Reference:

Policy History:

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