

**GENERAL PERSONNEL**

**CELLULAR TELEPHONES**

Cellular telephones should not be used when a less costly alternative is safe, convenient and readily available. Employees are reminded that cellular transmissions are not secure, and employees should use discretion in relaying confidential information during a cellular telephone conversation.

**District Issued Cellular Telephones**

The Board of Education authorizes the issuance of cellular telephones to staff designated by the superintendent or his designee when access to a cellular telephone for business-related calls is necessary to ensure student safety and/or when designated staff does not have regular telephone service readily available.

Reasonable precautions should be made to prevent equipment theft, vandalism and damage. District insurance will not be used to cover the replacement of equipment lost or stolen while in the employee's possession, unless the loss occurs on district property and is explicitly covered by the District's insurance policy. Cellular telephones are not to be loaned to others. At the time a designated employee accepts a district cellular phone, he or she shall sign a district assurance of responsibility document confirming his/her understanding of the expectation to limit personal or non-business calls made on their district cellular telephone.

The Board of Education recognizes that personal or non-business use of cellular telephones may occur. The personal use of the School District-owned cellular telephone shall not interfere with the employee's School District responsibilities.

**Reimbursement of Non-District Issued Cell Phones**

The Board of Education authorizes reimbursement for personal cellular telephone use to staff designated by the superintendent or his designee as employees whose position requires them to be in constant contact with other employees for school-related reasons. Such employees will be reimbursed for the cost of business-related calls incurred while using their personal cellular telephones. An employee's use of a personal cellular telephone shall not interfere with the employee's School District responsibilities.

To be reimbursed up to the monthly rate of \$50.00 for the use of his or her personal cellular telephone and/or service for business-related purposes, each designated employee shall:

1. Purchase a cellular telephone and cellular phone service. The employee is responsible for all vendor terms and conditions, plan choices, service features, and the area of service the reimbursement will cover, including termination clauses and all tangential costs;
2. Submit to Accounts Payable a copy of an already paid cellular telephone invoice within 60 days a receipt of the invoice. The District shall reimburse the Employee the monthly rate or the invoice amount, whichever is less;
3. Avoid using the cellular telephone for work-related purposes while operating a motor vehicle, machinery or other dangerous situations;

4. Comply with all State and federal data maintenance and privacy laws (e.g., FERPA, Illinois Student School Records Act, FOIA), as well as all District 308 policies including those pertaining to data security, student privacy, acceptable use and email; and
5. Allow the District too access emails and texts from the personally-owned cellular telephone when necessary to respond to a FOIA request or in relation to an investigation.

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