

**Agenda Item Details**

Meeting	May 08, 2018 - Regular Meeting/Budget Hearing
Category	9. NEW BUSINESS
Subject	9.7 Adoption of Revision to Policy # 5312 - Cellular Telephones
Access	Public
Type	Action (Consent)
Recommended Action	BE IT SO RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following revised policy:

Public Content

Policy #5312 - Cellular Telephones

Administrative Content

[Policy 5312-Cellular Telephone Revised-Adopted 050918.pdf \(see next page\)](#)

Motion & Voting

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Consent Agenda, consisting of the following agenda items be approved as a whole with action recorded as if it had been taken severally:

Reports: Items 6.6 and 6.7

New Business: 9.1 through 9.16

Personnel: Items 10.1 through 10.30

Motion by Thomas Gross, second by Robert Guerriero.

Final Resolution: Motion Carried

Yes: Jeananne Dawson, Robert Vecchio, Robert Guerriero, Thomas Gross, Lorraine Mentz, April Coppola

POLICY

2018

5312

1 of 1

Non-Instructional/Business
Operations

SUBJECT: CELLULAR TELEPHONES

It is recognized that specific District employees will be required to carry cellular telephones to meet their job responsibilities. Job titles requiring cellular telephones shall be listed in Regulation and reported to the Board of Education each year, along with a report of usage and cost, at the District's organizational meeting in July.

The District shall establish the level of the cellular service contract for each specific employee, with the contract for same subject to review and approval by the Board of Education. While employees shall make every attempt to use the District's cellular phone for District-related purposes only, in the event an employee uses a District cellular phone for other than District related purposes, he/she shall reimburse the District for such usage that results in costs to the District above the usage allocated by the cellular phone contract, e.g. where additional costs to the monthly District cellular plan are the result of the employee's personal use. Payment for such usage shall be made within forty-five (45) days of the date that such charges are incurred and billed. Individuals authorized to use District cellular telephones shall agree in writing to accept financial responsibility for any such additional usage by that individual. Failure to follow these guidelines may result in the revocation of use of the cellular phone and discipline of the employee.

Further, since employees are issued District-owned cellular phones in connection with their work responsibilities, employees shall not have an expectation of privacy with respect to information contained on the device, e.g. text messages, records of phone calls, etc.

As with any District owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of District-owned cell phones, employees who use District-owned cell phones may be liable for damages or loss which occur during the period of its use.

At least once per year, the Business Office shall evaluate the effectiveness of the cellular telephone plan.

(Revised 5/9/18)

(Prior adoption 12/14/04)