

DISTRICT OWNED CELLULAR PHONES

STATEMENT: Some cellular phones (e.g., bus garage, etc.) are still the property of the Findlay City School District. (Most administrators are covered under Policy 7.17 and the Administrative Compensation Plan.)

GENERAL REQUIREMENTS:

All staff must have read and signed the Findlay City Schools Cellular Phone Agreement Form for staff members (6.04a-F1).

SAFETY/SECURITY/CARE:

Staff shall:

- A. Avoid leaving cellular phones in situations that increase the risk of theft. Cellular phones should never be left unattended and/or unsecured.
- B. Transport and store cellular phones in an approved manner.
- C. Not loan their cellular phone.
- D. Not decorate or mark their cellular phone.

LOST/STOLEN CELLULAR PHONES:

Staff shall:

- A. Notify the Network Administrator within twenty-four (24) hours or next working day whichever is sooner. The Network Administrator will conduct an investigation. A Request for Equipment Relocation/Disposal form (4.19 F1) must be completed by staff member, signed by the administrator and submitted to the Treasurer's Office. A police report will be filed if necessary. Completed form (4.19 F1) is required for a staff member to receive a replacement phone if one is available.
- B. The District will provide the insurance company with the appropriate reports.
- C. The staff member is responsible for payment of the insurance deductible for lost or stolen cellular phone and for replacement costs not covered by the warranty.

DAMAGED CELLULAR PHONE:

Staff shall:

- A. Notify the Network Administrator within twenty-four (24) hours or the next working day whichever is sooner.

- B. A Request for Equipment Relocation/Disposal form (4.19 F1) must be completed by the staff member, signed by the Network Administrator and submitted to the Treasurer's office. Completed forms are required for a staff member to receive a replacement phone if one is available.
- C. The Treasurer's Office will provide the insurance company with the appropriate reports if the cellular phone is deemed unrepairable.
- D. The staff member is responsible for payment of the insurance company deductible for cellular phones that are determined to be unrepairable and for repair/replacement costs not covered by the warranty.
- E. Staff members are not responsible for damage or liable for insurance company deductible or any other expenses to school district cellular phones that occur as a result of carrying out normal duties and responsibilities.

RETIREMENT/RESIGNATION:

Staff member shall be accountable for their cellular phone and must return their cellular phone to their immediate supervisor/administrator in charge prior to a final paycheck being distributed.

CELLULAR PHONES ARE TO BE USED PRIMARILY FOR:

- A. Communicating with the administration, other staff members, or parents concerning classroom, school or District activities.
- B. Emergency Situations.
- C. General school district/department business.

ADDITIONAL PHONE USES:

- A. To make brief personal calls provided such calls do not exceed the plan limits of the Findlay City Schools for anytime, night, weekend or direct connect minutes.
- B. The staff member shall be responsible for reimbursing the school district for all costs incurred by use of the Findlay City Schools cellular phone in excess of plan limits. Reimbursement shall be made subsequent to each billing cycle.

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