



ADMINISTRATIVE MEMORANDUM

To: Administrators

From: Mervin B. Daugherty, Ed.D.
Superintendent

Subject: Use of Cell Phones and Other Communication Devices for Business-Related Purposes

This memorandum outlines District guidelines governing employees' use of District and personal cell phones and other communication devices for business-related purposes.

Cell phones, pagers, radio communication systems (e.g., two-way radios), and other communication devices are provided for official business of the District. Incidental personal use that does not violate the State of Delaware's Acceptable Use Policy or incur additional costs is permissible.

District-issued cell phones are obtained through the Technology Office with the approval of the Manager of Technology. Employees who are issued a District cell phone or other communication device from the District must accept the following responsibilities:

1. To protect all telecommunication systems from potentially damaging substances or environments (e.g., extreme cold).
2. To be solely responsible for the condition and location of the physical device.
3. To notify the Technology Office, or the office distributing the device, immediately upon loss of the physical device.
4. To replace the telecommunication system at their own expense if stolen, lost, or damaged unless their supervisor determines the damage was out of their control.
5. To refrain from use of District-issued cell phone while driving a motor vehicle, unless equipped with a hands-free device and in compliance with all appropriate laws regarding cell phone use.

Assistant principals may qualify to have a cell phone if the building principal requests it. Costs for the phone, or personal reimbursement, will be charged to the school budget.

Care should be taken so that the use of cell phones and other communication devices does not interfere with classroom instruction.

All cell phones will be monitored for usage to ensure that employees do not incur unnecessary charges. Charges over \$5.00 a month will be highlighted and reported to the employee and his/her supervisor. No 411 calls or text messages that incur additional fees are allowed.

Users may upgrade to personal communication devices (e.g., PDAs) with the approval of the Superintendent. District-owned devices are to be purchased through the Technology Office only. Any outside purchases will not be reimbursed. Users may order these through the Technology Office once approval is given by the Superintendent.

Employees will be responsible for the cost of a replacement phone in the event of loss or damage unless the employee's supervisor determines that it was outside of the employee's control.

Administrators will be permitted to use their personal cell phones for work-related activities and receive reimbursement for time used. Administrators will be given the option of using a District-issued cell phone or a personal cell phone. District employees seeking reimbursement for personal cell phone use may not also have a District phone. Conditions for this option are as follows:

1. If an administrator elects to use a personal cell phone, he/she must register the number with the Technology Office. The telephone number will be kept on file and distributed as appropriate to program managers as a point of contact for the administrator. In the event that the telephone number changes, the administrator is required to contact the Technology Office.
2. Employees who are eligible for a District phone but who choose to use their personal phone may be reimbursed for an amount up to the cost of a District cell phone. These charges may be less than an employee actually incurs.
3. Employees may not switch from District to personal cell phone use more than one time in a calendar year.

The District does *not* support access to the State/District network for employees who are not eligible for a District phone. An employee may be able to connect to the District mail system using a personal cell phone if the phone supports this connection through Microsoft Outlook Web Access (OWA). Employees may not install software on their District computer to facilitate this connection and District staff are not able to assist with the connection due to the variety of cell phone models and providers.

Employees are required to submit an Acceptable Use of District Telecommunication Systems Employee Acknowledgement Form (attached) before receiving a cell phone or two-way radio from the District.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Technology.

*Authorizing Code(s): Delaware Department of Technology and Information Acceptable Use Policy
Red Clay Consolidated School District Board of Education Policy 5008*

Office(s) Responsible: Assistant Superintendent for District Operations

Last Issued: 09/01/2010

Last Revised: 11/24/2009

*Attachment(s): Acceptable Use of District Telecommunication Systems Employee
Acknowledgement Form*

**Acceptable Use of District Telecommunication Systems
Employee Acknowledgement Form**

The following guidelines govern the use of District telecommunication systems including phones, cell phones, pagers, and radio systems by employees in the Red Clay Consolidated School District. Employees must sign and return this form before receiving a cell phone or other communication device from the District.

ACCEPTABLE USE

1. Cell phones, pagers, radio communication systems (e.g., two-way radios), and other communication devices are provided for official business of the District. Incidental personal use that does not violate the State of Delaware's Acceptable Use Policy or incur additional costs is permissible.
2. Care should be taken so that the use of cell phones and other communication devices does not interfere with classroom instruction.

MY RESPONSIBILITIES

1. I will protect all telecommunication systems from potentially damaging substances or environments (e.g., extreme cold).
2. I am solely responsible for the condition and location of the physical device.
3. I will notify the Technology Office, or the office distributing the device, immediately upon loss of the physical device.
4. I will replace the telecommunication system at my own expense if stolen, lost, or damaged unless my supervisor determines the damage was out of my control.

I have read the information above and am aware of the guidelines for the use of District telecommunication systems.

Employee name (print)

Employee signature

Date