

SUBJECT: USE OF THE DISTRICT CELL PHONE**District-owned cell phones that are assigned to individual employees**

A School District-owned cell phone will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or designee.

Additionally, the following rules shall apply regarding the use of a District-owned cell phone:

- a) The cell phone may not be used by anyone other than the School District employee.
- b) Designee shall be allowed to use their phones for personal use. However, the designee must reimburse the District all additional expenses resulting from their personal use.