

Palmyra Area School District

SECTION: PROPERTY

TITLE: CELL PHONES

ADOPTED: January 11, 2007

REVISED:

718. PROPERTY	
1. Purpose SC 1361	<p>The Board understands that the use of cellular phones provides for effective communication in the course of conducting district business. Furthermore, the Board recognizes the necessity of providing a mode of communication that will extend a safe learning environment for staff and students while away from school facilities.</p>
2. Authority	<p>The Board directs that cellular phone service to be made available by the Palmyra Area School District (“school district”) for use by appropriate designated persons and directs the Superintendent to develop guidelines that allow for cell phones that satisfy the requirements for Erate reimbursement. The Director of Business Affairs is responsible for internal review of cell phone invoices. Cell phone users are responsible for adhering to Board policy and following administrative regulations.</p>
3. Guidelines	<p>The following guidelines have been established for cell phone use:</p> <ol style="list-style-type: none">1. The administration will assign use of phones based on need and availability.2. Use of school district billed cell phones is for school district business only.3. When possible, a landline shall be used.4. Phone users will be held liable for non-work related calls made that are an additional charge to the pre-determined percentage of usage. Misuse of inappropriate use of the phones shall lead to disciplinary action.5. Cell phone users shall not “loan” or otherwise make available their cell phone to unauthorized persons.6. Cell phone users are responsible for all calls placed on the respective phones.7. The school district will not reimburse personal cell phone bills for district-related business calls.

8. Cell phone users are responsible for the safety and security of the cell phone equipment assigned to them. All cell phone equipment must be returned to the school district upon termination, leave of absence, or at the request of the school district. Ordinary repairs and replacement of cell phone equipment will be paid by the school district. Cell phone users shall be responsible for reimbursement of any costs for replacement or repair of cell phone equipment caused by actions or the negligence of the cell phone user.
9. Cell phone users may elect to purchase their cell phone from the school district at a pre-determined cost based on the original purchase price.
10. Cell phone users may elect to obtain an additional line for personal use at their expense.
11. Cell phone users are required to sign an acknowledgement and consent agreement regarding their possession of cell phone equipment.