



CITY SCHOOL DISTRICT OF ALBANY CELL PHONES

District-owned cell phones that are assigned to individual employees

The Board of Education recognizes that certain district employees will be required to carry district-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring district-owned cell phones shall be maintained in the business office and reported to the board for its approval each year at its reorganizational meeting in January. The board shall provide these employees with a cell phone plan that best aligns their job duties to the minutes per month that is most reasonable and appropriate to conduct their normal job duties. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process, state contract) and shall be subject to review and approval by the Board.

Cell phones are to be used for school district business purposes, only, and anything other than emergency incidental use is prohibited unless reimbursed to the district. It is the employee's responsibility to notify the district of usage beyond the aforementioned incidental use and to make arrangements to reimburse the district for that usage. Excessive personal use or failure to follow these guidelines may result in revocation of the phone and discipline of the employee.

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, if such damages or loss could have been avoided.

Employee-owned cell phones

Use of personal cell phones during work hours will be kept to a minimum.