

MANAGEMENT SUPPORT**District Owned Cellular Telephones**Equipment Purchase

The purchase of district owned cellular telephones shall be coordinated through the finance department. District standard models and features shall be established. Employees shall be issued a cellular telephone of a standard model that is appropriate to their area of responsibility.

Service Provider

Service on all cellular telephones shall be coordinated by the finance department. To maximize operational efficiencies, the finance department shall establish a district-wide standard plan (or plans) as necessary to minimize operational costs.

Telephone Use

The use of cellular telephones should only be used when conventional telephones are not readily available. The use of district owned cellular telephones and/or district paid service plans shall meet the following requirements:

- A. Use of district paid service plans shall be limited to district business only. Personal use of district paid service plans is prohibited.
- B. Should accidental personal use or emergency personal use of a district paid service plan occur, the employee shall promptly reimburse the district at a rate of five (5) dollars for the first minute and (1) dollar for each additional minute to cover all costs of processing the reimbursement.

Cross references: [Procedure 5225P](#)
 [Board Policy 6250](#)

Technology
District Owned Cellular Telephones

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