

### **DISTRICT MOBILE DEVICE USE**

The Superintendent or designee may establish guidelines and limits on the use of mobile devices. He/she shall ensure that all employees using these devices shall receive copies of related district regulations. Employees must sign the "User Agreement" in order to have access to district mobile devices. These devices may not be used for any purposes which conflict with the goals or policies of the school district or for illegal or unethical purposes.

Employees are authorized to use District-provided mobile devices in accordance with Board policy and the user obligations and responsibilities specified below.

1. District-provided mobile devices should be used primarily for conducting District business
2. Every month or otherwise in accordance with the service provider's billing cycle, those employees with District-provided devices will make a copy of the bill pertaining to their assigned device. Using a highlighter, each employee shall identify any and all calls that were not made for District-related business (personal). The employee shall sign and date the copy of the bill, and submit to supervisor for approval. The signed bill shall be returned to the Finance department.
3. Employees shall reimburse the District \$0.10 per minute for any personal incoming or outgoing calls charged to "included minutes" (or not charged by the plan), and shall reimburse the District for the actual amount charged by the service provider for any other personal use (calls outside of "included minutes", direct-connect airtime, 411 information, text messages) during the billing cycle. It is the employee's responsibility to calculate any amount owed to the District for personal use on a monthly basis, and to submit reimbursement to the District on a quarterly basis.
4. The Board hereby delegates to the Superintendent, or designee, the final authority to resolve disputes regarding whether a charge relates to the conduct of District business, except that the Governing Board shall have final authority in resolving disputes involving the Superintendent's use of a District-provided device. Should the Superintendent, or designee, find that a disputed charge was not related to District business, the employee shall reimburse the District.
5. Each employee approved by Cabinet to carry a District issued mobile device shall have the option of purchasing their own mobile device and monthly service plan. If the device is to be connected to the District e-mail system, it must first be approved by Tech Services for compatibility. Under this option, the employee will receive a monthly stipend as designated by the Superintendent for devices with e-mail capability or cell phones. The stipend will be taxable for personal income tax purposes. Employees that choose this option must sign the Mobile Device Stipend Agreement.
6. Beginning July 1, 2008, all employees must use an approved hands-free device when operating their mobile device while driving a motor vehicle.

Penalty for Inappropriate Use

Employees who fail to abide by the "User Obligations and Responsibilities" shall be subject to disciplinary action, and possible revocation of the right to use District-provided mobile devices. In addition, the full cost of the mobile device and service charges will be included as taxable income to the employee.

**DISTRICT MOBILE DEVICES  
EMPLOYEE USER AGREEMENT**

Employee Name: \_\_\_\_\_

I understand that the school district will provide me a mobile device only for purposes related to my employment and that such use is a privilege which may be revoked at any time. I understand that my use of the district's mobile device may be monitored at any time without advance notice or consent. I understand the consequences for failing to adhere to the district's regulations regarding mobile devices.

I have read, understand and will abide by the following regulations:

1. District Mobile Device Use, BP 4041
2. District Mobile Device Use, AR 4041
  - User Obligations and Responsibilities
  - Penalty for Inappropriate Use

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of this document will be placed in the employee's personnel file.

**DISTRICT MOBILE DEVICE  
STIPEND AGREEMENT**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Budget Number: \_\_\_\_\_

Stipend Effective Date: \_\_\_\_\_

Device Phone Number: \_\_\_\_\_  
(This number may be listed in the OUSD Employee Directory)

Stipend Amount: \_\_\_\_\_

**Employee Certification**

I certify that the above stipend will be used toward expenses that I incur for cellular phone usage for business purposes. I further certify that should I cancel or inactive my service I will notify my supervisor and the Business Office within 5 days to discontinue the stipend payment. I acknowledge that I am personally responsible for complying with any contract entered into with a service provider and in the event that I should leave the district, I will continue to be responsible for the contractual obligations of the service plan.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent, Business Services

\_\_\_\_\_  
Date