

**MOBILE COMMUNICATIONS**

A District-owned mobile (cellular) communication device will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or his/her designee. The use of the District-owned mobile device is for the purpose of conducting school district business and school emergency response only.

Only authorized District employees may use the mobile device and contracted mobile services. Authorization for use and/or assignment of the mobile device is required from the Superintendent or his/her designee. Only certain employees may qualify for mobile device use including, but not limited to:

- employees who travel extensively;
- employees who are on call;
- employees who perform repair services and need continuous remote communication; and
- other situations deemed necessary by the Superintendent or his/her designee.

The Superintendent or his/her designee shall develop appropriate regulations to monitor the use of mobile communication devices.

Adopted: November 15, 2005

Revised: November 1, 2022; September 8, 2015

**MOBILE COMMUNICATIONS REGULATION**

The South Colonie Central School District has purchased a number of mobile (cellular) devices for school district business use and emergency response actions within the District. Assignment and use of a District-owned mobile device shall be in accordance with Board of Education Policy 6840.

The following rules shall apply to the use of the District-owned mobile device:

1. The mobile device may not be used by anyone other than the District employee.
2. The mobile device may only be used for school district business. However, if the employee makes use of the mobile device for other than school district purposes, the cost for the calls, and any other associated expenses, will be reimbursed by the user back to the Business Office at the cost incurred. All non-school district related calls charged to a specific line will be the sole responsibility of the employee assigned to the District-owned device.
3. Upon receipt of the mobile device bill, the employee using the District-owned device shall follow the process below only if the district is incurring additional cost for extra minutes or data used beyond the specified plan:
  - a. Highlight any personal, non-school district calls on the mobile device bill, even if the charge is \$0.
  - b. Total the number of personal call minutes (all personal calls whether or not there is a charge listed). Call minutes may be rounded to the nearest minute for the ease of calculation.
  - c. Multiply the total number of personal call minutes by the per minute charge on the bill, which shall yield a total cost for personal calls. If this cost is more than the extra charges on the bill, only the total additional cost for personal calls shall be paid by the employee and made payable to the South Colonie Central School District.
  - d. If there are no personal calls on the mobile device bill, write “No Personal Use Charges” on the bill.
  - e. Sign and date the mobile device bill and return the mobile device bill with payment for the total amount calculated and incurred by the district for additional costs, if appropriate, to the Superintendent or his/her designee within two (2) weeks of receipt of the mobile device bill.

This procedure outlines the responsibilities of the employees who are assigned a District-owned mobile device.

1. Employees assigned a District mobile device are required to keep the device on and available during each designated individual’s workday and any other time while involved in assigned school district functions or on-call.

2. The mobile device is to be used for conducting school district business and school emergency response only.
3. It will be the responsibility of the employee assigned the mobile device to ensure that the device remains charged and ready for use.
4. The mobile device number assigned to the device shall not be publicized without authorization from the District.
5. The mobile device may not be given to, or used by, any other individual or District employee without the express consent of District Administration.
6. Employees in possession of District equipment (e.g., mobile device, charger units, etc.) are expected to protect the equipment from loss, damage, or theft.
7. An employee or administrator may be required to pay replacement or repair costs for any lost or damaged mobile device or equipment resulting from an employee's negligence.
8. Should the employee receive incoming calls while operating a motor vehicle, the employee is expected to obey local laws regarding mobile device use while driving unless utilizing a hands-free unit. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.
9. Upon leaving the District's employment, the employee agrees to return the mobile device and all of its accessories.

A District mobile device is the property of the District and as such may be removed from the employee's possession at any time. Abuse of District mobile device privileges may result in loss of District mobile device privileges or disciplinary action in accordance with the appropriate District procedure or Collective Bargaining Agreement.

Revised: November 1, 2022; September 8, 2015

**MOBILE COMMUNICATION DEVICE**  
**ACCEPTANCE FORM**

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

Date of Issuance: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Accessories: \_\_\_\_\_

Date of Return: \_\_\_\_\_

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I have read and understand the South Colonie Central School District Mobile Communications Policy and Administrative Regulation regarding the acceptance and use of a District-issued mobile device and agree to comply with the procedure.

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

\_\_\_\_\_  
Date

Revised:      September 8, 2015