

## EMPLOYEE CELLULAR PHONES

The use of cell phones is appropriate in providing for the effective and efficient operation of the school district and to help ensure the safety and security of people and property while on school district property or engaged in school-sponsored activities. The board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent. A list of positions allowed the use of a district owned cellular phone will be maintained and approved by the superintendent or his/her designee. Those employees with a district owned cellular phone have the opportunity to either sign a statement agreeing that they will use the phone only for school business or agree to a per month deduction in their salary each month which allows them to use the phone for personal use. Stipends will be determined yearly by the superintendent. The superintendent or his/her designee will monitor monthly usage by district-owned cellular devices to ensure that this policy is not abused. Employees with a district owned cellular phone must have a signed statement on file with the district agreeing that they will refrain from sending or receiving any type of electronic material that would be considered inappropriate for a professional school employee.

This procedure may not cover certified administrators, directors, and/or supervisors, that are designated in an area of responsibility for the building or district and choose to utilize their personal data cellular device. Eligible users identified by the superintendent will be paid a monthly stipend to cover district use of a personal data cellular phone. Stipends will be determined yearly by the superintendent. Employees eligible for this plan will be determined by the superintendent on an individual basis. Users who receive a stipend for a data-phone will also sign an agreement with the district, understanding that by agreeing to do school business on his/her personal cell phone any information transmitted over these devices may be considered public record and appropriate for a professional school employee.

Staff members will be asked to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for staff to continue in receiving a district phone to use and/or a district stipend for cellular phone use. Use of cell phones in violation of board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.

The interpretation, application, and modification of this policy are within the sole discretion of the Clinton Community School District. Any questions or issues regarding this policy should be directed to the Superintendent.

Legal References: Internal Revenue Comment Notice, 2009-46, [http://www.irs.gov/irb/2009-23\\_IRB/ar07.html](http://www.irs.gov/irb/2009-23_IRB/ar07.html)  
Iowa Code § 279.8, 321.276 (2013)

Cross References: 406.4 Licensed Employee Compensation and Benefits  
412.1 Classified Employee Compensation and Benefits  
Cross References: 605.9 Technology Protection Measures

Approved 8/29/2011

Reviewed 6/10/2019

Revised \_\_\_\_\_