

# RED HOOK CENTRAL SCHOOL DISTRICT

## POLICY # 8331

### Cellular Phones

The Board of Education recognizes that certain district employees will be required to carry district-owned cellular telephones to meet their job responsibilities. Job titles requiring district-owned cellular telephones shall be listed in Regulation #8331-R. Such list shall be reported to and approved by the Board of Education each year at the district's reorganizational meeting in July.

The employee will use district-owned cellular phones for business purposes only. In the event an employee uses a district-owned cellular telephone for other than business purposes, the employee will reimburse the district within thirty (30) days of notice.

All district owned cellular phones are to remain the property of the District. District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone upon termination of employment or at the District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the District's request.

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.

At least once a year, the Purchasing Agent shall evaluate the District's cellular telephone plan and shall recommend any appropriate modification thereto.

1<sup>st</sup> Reading:  
2/9/06