

**CELL PHONE POLICY**

Specific District employees as authorized by the Superintendent of Schools will be provided with cell phones to meet their job responsibilities. Cell phones are to be used primarily for school district purposes.

District employees authorized by the Superintendent of Schools to be provided with a district cell phone and who would prefer to use their personal phone for their convenience will be reimbursed as approved by the Superintendent of Schools and the Board of Education. The reimbursement will be an amount approved yearly at the reorganizational meeting and must be used to ensure unlimited communication.

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 by the user to the Business Office.

First Reading: January 9, 2006

Second Reading: January 23, 2006

Revised-First Reading: December 12, 2011

Second Reading: January 9, 2012

Amendment, First Rdg.: November 14, 2016

Second Rdg. & Adoption: December 12, 2016

As per Harpursville Central School's cell phone policy, certain employees are authorized by the Superintendent of Schools to receive a district cell phone. If one so chooses, he/she may elect to receive a Board of Education approved reimbursement instead. Said employee must adhere to the regulations put in place by the district.

- All phone usage as a result of work must be recorded, i.e. text messages, phone calls, and data used for e-mails and necessary online usage.
- One must be able to provide the district with a copy of his/her records upon the receipt of proper written notification. This may be for auditing or district purposes or both.
- Each year at the district's reorganizational meeting, the value of the reimbursement will be determined.

I hereby agree to the above terms:

\_\_\_\_\_  
(Employee's Name Printed)

\_\_\_\_\_  
(Employee's Signature and Date)

\_\_\_\_\_  
(Superintendent's Name)

\_\_\_\_\_  
(Superintendent's Signature and Date)