

CELL PHONE STIPENDS – REGULATION

Any District employee selected to receive a District provided cell phone stipend shall fully comply with Board Policy 705.4 and these corresponding regulations in the use of their cell phone:

1. Business use requirements – A personally owned cell phone subject to District stipend must be available for use in conducting District business as required by the employee's department or supervisor, including outside of normal District hours. An employee receiving a stipend must maintain active cell phone service. The employee agrees to carry the cell phone with him or her and keep it charged and in operational condition based on departmental requirements.

2. Personal use – The District's cell phone stipend policy assumes that the cell phone will be used for both personal and business calls. Because the phone service is personally owned by the employee, it may be used for personal use as well. Since the stipend amount is taxed as income, the employee is not required to track usage.

3. Appropriate use – The employee agrees to use the phone in ways consistent with District policy and all applicable local, state or federal laws. Inappropriate or unlawful use of the cell phone and its services and features is prohibited. Phone misuse may result in immediate cancellation of the cell phone stipend and/or other applicable consequences.

4. Institutional data on personally-owned cell phones – Given that cell phones may be storing and transferring critical District information while connected to the internet, all District policies are applicable and will be enforced, including Policy 400-25-- Acceptable Use of Technology and Policy 400.26-- Staff Use of Non-District Laptops or Mobile Internet Devices.

Whenever possible, institutional data, including but not limited to student education records and personnel records, shall not be stored on any personally-owned device. Precautions shall be taken to ensure that the device is not lost or stolen. The device must be password or PIN protected to prevent unauthorized access.

If any employee leaves the District, it is their obligation and responsibility to delete and remove any and all institutional data from their personally owned device.

Adopted: 1/28/19
Revised:
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