

BEND-LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

Name: Cellular Telephones
Section: Support
Code: EGACA-AR

District-owned cellular telephones may be purchased and authorized for staff use in accordance with the following:

A. Cellular Telephone Authorization and Use:

1. Upon supervisor request, cellular telephones may be assigned or made available by the Technology Support Center when it is determined that the assignment of a cellular telephone to the employee is a prudent use of district resources.
2. Cellular telephones may be provided specifically to carry out official district business.
3. Cellular telephones are not to be loaned to others.
4. Employees issued a cellular telephone are responsible for its safe-keeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Technology Support Center who will in turn notify the service provider.
5. Cellular telephones issued for employee use are to be returned to their supervisor at the conclusion of the school year, activity, or as otherwise specified.

B. Privately-Owned Telephones:

1. Certain District employees may be required to carry a privately owned cellular telephone at all times. When so designated by the Superintendent or designee, in lieu of reimbursement, the employee will be granted a monthly stipend determined by the district.

Reviewed: 3/27/01, 4/27/01, 4/26/06, 4/2/12
Approved: 4/26/06, 4/2/12