

**CELL PHONE USER AGREEMENT FORM**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

☐ EMPLOYEE OWNED☐ DISTRICT OWNED

MODEL: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## Conditions of Use:

1. Cellular phone service is a more costly method of communicating. The District expects that an employee will use good judgment when electing to use a cellular phone rather than one of the less expensive alternatives.
2. District equipment will primarily be used by the undersigned for purposes related to his/her work with the District. In the event that circumstances arise requiring incidental personal use of District cellular phone services, the employee is to review, identify, and reimburse the District for any additional fees incurred. Lending the above-named district equipment to another District employee will result in shared responsibility.
3. District equipment must be returned upon supervisor request for any reason and, if leaving employment of the District, must be returned prior to departure.

I agree to the above statements, and have received a copy of Board Policy and Procedure No. 5346.

\_\_\_\_\_  
SIGNED\_\_\_\_\_  
DATE

Revised: August 18, 1998