

CELL PHONE USAGE AGREEMENT

Cell phones will be provided staff designated by the superintendent for business use. All users expecting reimbursement or to be issued a School District Cell phone must sign a District cell phone user agreement form. Your signature on this agreement form below verifies that you have read and understand the Cell Phone Policy and the guidelines, procedures and responsibilities outlined below and agree to comply with them.

Please circle one of the following options:

Option 1: The District is responsible for providing a Cell Phone.

Cell phone users are responsible for:

- 1) Following Board policy and carrying out administrative procedures.
- 2) The care and maintenance of the phone and having the phone available while 'on duty' during the day and supervising evening and weekend activities.
- 3) All calls on their respective phones.
- 4) Ensuring School District cell phones are used for School District business only. School District cell phones shall not be used for personal calls, except in the event of extreme personal emergency. In the event that a personal call is made, the Principal or Administrator with Budgetary Authority must be notified by the phone user in writing of the date and circumstances of the call in question. Phone users will be held liable for non-work related calls.
- 5) Ensuring District cell phones are not "loaned" or otherwise made available to non-District personnel or for non-District use.
- 6) Only cell phones and services outlined in the District cell phone contract(s) will be permitted.
- 7) Cell phones should not be used when a School District land line is available nearby, except when 2-way functionality is more efficient, effective and cost neutral.
- 8) Improper use of the District cell phone can be considered misappropriation of School District funds which may result in disciplinary action, up to and including termination.
- 9) A cell phone user must surrender the cell phone when asked, but certainly upon termination of employment (i.e. retirement or voluntary/involuntary termination) or upon re-assignment department. At this point, no further use of the cell phone is authorized.
- 10) All financial charges for any emergency, personal or non-business calls made on the cellular telephone as well as replacement of all lost, stolen or damaged phones and/or accessories.
- 11) Reviewing their usage records monthly and reporting as required by the Business Office.

Option 2: The District will reimburse designated individuals for providing a personal cell phone for District related business. Rates will be \$45.00 per month stipend for basic voice plan and \$100.00 per month for basic voice with data plan.

Cell phone users/providers are responsible for:

- 1) Following Board policy and carrying out administrative procedures.
- 2) Providing a working phone with the agreed upon phone number during business hours, in service, and able to be used during the entire time covered by the agreement.
- 3) Understanding that the District reimbursement levels shall not exceed the District's cost set forth above in providing a phone with necessary functionality.
- 4) Understanding that any business related call records, emails, text messages, and files related to district work are public records and subject to public records request or subpoena (RCW 40.14.010).

Cell Phone User / Provider: _____ Date: _____
(signature)

District Administrator: _____ Date: _____
(signature)

Phone Number: _____ - _____ - _____ Account Code: _____