

SCHOOL DISTRICT OF WAUPACA

SERIES 700 SUPPORT SERVICES

CODE: 772.2

CELL PHONE POLICY FOR ADMINISTRATORS/SUPERVISORS

The School District of Waupaca (hereafter “District”) shall provide authorized administrators and supervisors a cell phone stipend to be used for School District-related business on an employee’s personal cell phone or to purchase a phone/plan for School District related business only. In the event an authorized administrator or supervisor uses his/her own personal cell phone for School District business or purchases a phone/plan for District related business only, the District shall provide up to \$100 toward the purchase of a cell phone and a stipend of \$50 per month-

CONDITIONS

1. Employees must show a receipt for their cell phone to receive the allowance for the purchase of the cell phone. If requested, an employee must also show a copy of the monthly access plan charges and business related use to determine if the District’s monthly stipend is appropriate. The employee is responsible for purchasing a cell phone and establishing a service contract with the cell phone provider of his/her choice. Because the cell phone is owned personally by the employee, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his/her expense, add extra services or equipment features, as desired.
2. The District does not accept any liability for claims, charges, or disputes between the service provider and the employee. Use of the phone in any manner contrary to local, state, and federal laws or School Board policies will constitute misuse, and will result in immediate termination of the cell phone stipend.
3. The District is not financially responsible if the cell phone is lost, stolen, or damaged.
4. Employees must comply with the District’s Social Media/Electronic Use Policy, Acceptable Use Policy, Harassment Policy, as well as all other District policies when using the phone for School District related business.
5. Employees recognize that any school business related messages, texts, etc., are subject to Wisconsin Public Records Law and potential disclosure to the public.
6. The District retains the right to access and monitor an employee’s school related cell phone voicemail messages, texts, and telephone logs. Employees should have no expectation of privacy with respect to any school business related items on their cell phone.
7. The District reserves the right to remove a participant from this plan and/or cancel the plan at any time.

8. District-related conversations should be held in private to protect confidentiality.
9. Employees are strictly prohibited from using cell phones to conduct School District business while operating a motor vehicle. This prohibition includes either hands-on or hands-free operation of the cell phone including receiving or placing calls or emails, text messaging, surfing the Internet, etc.
10. Employees who violate this cell phone policy are subject to discipline up to and including termination of employment.

ADOPTED: 060313

REVISED:

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.