

# Perris Union High School District

## Cell Phone Policy

(Pursuant to BP/AR 3513.1)

### **District Authorized Cell Phones**

The District may authorize a cell phone for an employee who needs to be reached while they are away from their office to respond to immediate or emergency situations or an employee that is without access to a landline to conduct District business. Refer to the PUHSD Cell Phone Eligibility List (Exhibit "A") for information on eligible positions, carrier information, rate plan, and phone/accessory information. Eligible employees may choose between the following two coverage options:

#### ***District-Issued Smartphone***

An employee who is eligible to receive a District-issued smartphone may use their phone for personal use. Eligible employees selecting this option may decline the District-provided smartphone and instead purchase a different model if it is deemed compatible by the District and supported by the District's cellular provider. In this case the employee will bear the full cost of the device but the monthly plan will be covered by the District. In the event that a District-issued phone is found to be defective the employee should contact Information Technology Services to obtain service. Self-support options may be available if the phone is still under warranty; details are available on the PUHSD Cell Phone Eligibility List (Exhibit "A"). Lost, stolen, damaged, or irreparable cell phones are the employee's financial responsibility and must be replaced at the employee's expense.

#### ***Stipend Option***

An employee who is eligible to receive a District covered smartphone may elect to instead use a personal smartphone for District business. As compensation, the District will provide a stipend on the employee's monthly paycheck, of \$40/mo. The smart phone stipend may or may not cover the actual business use of voice and data. Employees who select the stipend option must have a data plan and must provide their cell phone number to Information Technology Services and it will be available to all other District authorized smart phone users in addition to other personnel as determined by the District. Additionally, employees are responsible to ensure their smart phone is kept in working order. The District will not be responsible for repairing or replacing personal cell phones.

### **Agreement Term**

To reduce administrative costs the District has implemented an agreement term for smartphone eligible employees. When selecting the District-issued or stipend option, the employee agrees to maintain that option for the duration of the plan year, as determined by Information Technology Services. If the employee intends to switch between coverage options that employee must

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submit a new Cell Phone Usage Agreement (Exhibit “B”) to Information Technology Services indicating the change. The agreement must be submitted prior to the start of the plan year to be considered, and if approved will become effective at the start of the next plan year.

### **Safe Use of Cell Phones**

Employees are required to comply with all state and local laws regarding the use of cell phones while driving, specifically all employees must use a hands-free device while driving. Whenever possible, employees should not make or receive telephone calls while driving. Employees should let incoming calls go to voicemail and then find a safe place to pull over and park before initiating a call. Under no circumstance should employees use cell phones during adverse weather or difficult traffic conditions. Any violations of this policy may subject employees to disciplinary action, up to and including termination of employment.

### **Smartphone Support**

For eligible employees who select the stipend option, certain requirements need to be met in order for Information Technology Services to synchronize the mailbox (e-mail, calendar, contacts, etc) with a personal smartphone:

- Smartphone Operating System: PUHSD will only support phones with operating systems capable of connecting to the District’s email systems on District-issued smartphones, or smartphones authorized under an approved stipend agreement.
- Security Policies: All devices that are connected to District systems must support any security policies enabled on the systems. At a minimum devices will be required to enable a 4-digit passcode lock and must support remote wipe capability which will be activated in the event of employee separation or if the device is lost or stolen. The District will not be responsible for any personal data that is lost by a remote wipe.
- Data Plan: PUHSD only allows over-the-air (OTA) synchronization and will not allow desktop synchronization software to be installed on District computers. In order to use OTA synchronization the smartphone must have a data plan enabled by the wireless provider. Most modern smart phone plans include unlimited minutes and various tiers of data access, PUHSD suggests that you review your personal usage and increase your data plan by at least one tier (at least 1GB) to accommodate the expected data usage for the PUHSD. PUHSD does not provide stipends with intent to cover the full cost for data plans. Additionally, site administrative staff will be required to have the option of a hotspot on their plan for use during emergencies (this is included in most modern plans).

## **Accessories**

The District will not provide employees who select either the taxable fringe benefit or the stipend option with cell phone accessories. This includes hands-free devices, car chargers, cell phone cases, etc. The cost of any accessory not included with the cell phone will be the responsibility of the employee.

## **Personal (non-District authorized) Smartphone Support**

PUHSD understands that many employees have a desire to use their personal smartphones to access District email, calendar, and contacts. The District will allow this access only for smartphones that meet the following requirements:

- Personal smartphones may connect only if they are able to securely connect to the District's mail server, and only for OTA connections. It is the user's responsibility to verify with their wireless carrier that their device complies with these restrictions and that their device has the appropriate data plan.
- Personal devices that connect to our messaging system are governed by the same security policies as District-issued devices including a mandatory passcode lock, and if the employee separates from the District or the phone is lost or stolen the device will be erased remotely. PUHSD is not liable for any data loss that may occur on personal devices. The use of any personal device in conjunction with District resources is at the employee's own risk.
- PUHSD's support obligation for personal smartphones is limited to providing written instructions for the employee to setup the initial connection. Due to differences in mobile operating systems and devices the instructions will only convey the settings needed, not the exact steps required to configure the account.

## **Reimbursement (non-District authorized phones)**

The District will not reimburse personal cell phone bills for District-related business calls, except for extraordinary or emergency circumstances. Extraordinary or emergency circumstances should be rare, and under no circumstances routine and systematic. In order to be reimbursed the following conditions must be met:

- Reimbursement will only be made for out of pocket expenses, and will not be made for business calls that fall within the employee's free minutes.
- Reimbursement requests should be made on an Employee Reimbursement Claim Form.
- A copy of the detailed phone bill must be attached to the Employee Reimbursement Claim Form. It is the employee's responsibility to obtain the appropriate detailed billing from their wireless service provider. If the detailed billing does not list whom the calls were made to or received from, the employee will be required to provide any such further information as the school district may reasonably request to support the claim.

# Perris Union High School District

## Cell Phone Eligibility List

**Carrier:** Verizon Wireless

**Rate Plan:** Pooled Minutes – 600  
Unlimited In-Network, Nights & Weekends  
Unlimited Text Messaging  
Unlimited Data  
Hotspot

**Warranty:** One Year

**Self-Support:** None, please contact Information Technology Services for assistance.

### **Eligible Employees**

Superintendent  
Assistant Superintendent  
Executive Director  
Director  
Purchasing Agent  
Educationally Related Mental Health Therapist  
Supervisor  
Coordinator  
Principal  
Assistant Principal  
Network Engineer  
Systems Analyst  
IT Technician  
Teacher on Special Assignment  
Professional Development Technician  
School Nurse  
Counselor (At Risk)  
Psychologist  
Speech Therapist

# Perris Union High School District

## Cell Phone Usage Agreement

Your signature below verifies that you have read and understand the Perris Union High School District Cell Phone Policy and the guidelines and responsibilities outlined below and agree to comply with them.

### Guidelines

Cell phone users are responsible for following Board policy and carrying out administrative procedures.

Cell phone users shall not loan or otherwise make available their cell phone to non-District personnel. Employees are responsible for all calls on their respective phones.

District-issued cell phones are property of the District and must be treated, used and safeguarded as such.

Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost, or stolen cell phones are to be reported *immediately* to Information Technology Services.

Lost, stolen, or irreparably damaged cell phones are the employee's financial responsibility and must be replaced at the employee's expense.

No employee is to use a district-owned cell phone for the purpose of illegal transactions, harassment or obscene behavior, in accordance with other existing employee policies.

In accordance with District policy and current law the improper use of the District-issued cell phone may result in disciplinary action, up to and including termination.

An employee that has been issued a District cell phone must surrender the phone and all District-supplied accessories upon termination of employment (i.e. retirement or voluntary/involuntary termination).

### Employee Responsibilities

The employee is expected to keep the phone maintained and properly charged at all times.

With the exception of certain vacation or sick/administrative leave, all management employees must be reachable by cell phone 24 hours per day, seven days per week. Other employees with District authorized cell phones must be reachable during working hours.

The employee will reimburse the District at the current contracted rate for convenience-related expenses on District-issued phones (directory assistance, navigation, web use, etc).

The employee will obey all applicable laws regarding the use of cell phones when operating vehicles or other machinery.

Indicate your choice:	<input type="checkbox"/> I accept the stipend to use my personal smart phone for District business.  <input type="checkbox"/> I would like a District-issued smartphone. My position is eligible.
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Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ITS Approval: \_\_\_\_\_ Date: \_\_\_\_\_