

Personnel - Certified/Non-Certified

Cellular Telephones/District Issued Communication Devices

The Board recognizes that the use of cellular telephones and other communication devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the Superintendent. Communication devices issued by the District may include cellular telephones, walkie-talkies.

District-owned cellular telephones/communication devices shall be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is permitted as long as the use does not interfere with work obligations or result in a direct cost to the District. Any expenses incurred for such personal use shall be reimbursed to the District.

Use of cellular telephones/communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cellular telephones/communication devices for authorized District business.

Students and staff are encouraged to use any available cellular telephone/communication device in the event of an emergency that threatens the safety of students, staff or other individuals. A school bus driver is prohibited from operating a school bus while using a cellular telephone except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, and (3) when the school bus is parked.

(cf. 5131.81 - Use of Beepers - Paging Devices/Cellular Telephones)

Policy adopted:
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August 18, 2009
December 8, 2021

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut **4118.6(a)**

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Cellular Telephones/District-Issued Communication Devices

Communication devices issued by the District may include cellular telephones, walkie-talkies, or laptop computers.

District-owned communication devices may be purchased and authorized for staff use in accordance with the following guidelines:

Cellular Telephone Authorization

Cellular telephones/communication devices may be assigned or made available on a temporary basis by the [Superintendent] [Business Manager] when it is determined that:

1. The assignment of a cellular telephone/communication device to the employee is a prudent use of District resources;
2. The employee's job responsibilities requires the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safe of students, staff or others while on District property or engaged in District-sponsored activities.

Cellular Telephone/Communication Device Use

Cellular telephones and or communication device use is permitted as long as the use does not interfere with the work obligations or result in a direct cost to the district.

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Cellular Telephone Communication Device Use (continued)

4. Cellular telephones or other District issued communication devices are not to be loaned to others.
5. Employees issued a cellular telephone or other District issued communication devices are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Business Manager who will in turn notify the service provider. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.
6. District issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
7. Cellular telephones and any other District issued communication equipment issued for employees are to be returned to the Business Manager at the conclusion of the school year, activity or as otherwise specified or immediately upon request.

Privately Owned Cellular Telephones/Electronic Communications Devices

1. Employees may possess and carry cellular telephones, or laptop computers during the school day and on school property.
2. District employees may be reimbursed for use of privately owned cellular telephones to conduct District business in accordance with Board policy and this regulation, with prior approval of the [Superintendent] or [Business Manager].
3. Personal use of privately owned cellular telephones restricted to lunch, breaks or other such times when the employee is not on duty.
4. Use of cellular telephones should be curtailed during instructional time or at school-sponsored programs, meetings, in services, parent-teacher conferences or any other time when there would be a reasonable expectation of privacy.
5. Any employee violating these rules will be subject to disciplinary action.

Regulation approved:

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