

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 20, 1997 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: June 16, 2005 POLICY TITLE: TELEPHONE USE
DATE REVISED: March 21, 2013 GUIDELINES

Cellular Phone Usage

The District recognizes the need to provide district-owned cellular phones to certain employees as a valuable tool to facilitate communication. The issuance of district-owned cellular phones will be made at the discretion of the District Administrator.

District-owned cellular phones are to be used during the work day primarily for official district business, communicating with administration, staff members or other district activities. The District recognizes that there may be circumstances that require personal use of the cellular phone. Personal use is limited to emergencies and/or other necessary situations.

The user shall pay for all other personal calls. The user shall be responsible for notifying the District of the personal call and reimbursing the actual costs incurred, as documented on the monthly billing statement.

CROSS REFERENCE:
LEGAL REFERENCE: