

PENN MANOR SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CELLULAR TELEPHONES

ADOPTED: September 13, 2010

REVISED:

717. CELLULAR TELEPHONES	
1. Purpose	The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.
2. Authority Pol. 624	The Board authorizes the purchase and employee use of cellular telephones. Cellular telephones provided to employees by the district shall be used for authorized district business purposes.
3. Guidelines Pol. 317	Expenses incurred for personal use of district-provided cellular telephones shall be reimbursed to the district by the employee. Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.
4. Delegation of Responsibility	The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes. The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement. The Superintendent or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized district business. References: Internal Revenue Code – 26 U.S.C. Sec. 1 et seq. Board Policy – 000, 317, 624