

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

717-AR-0. CELLULAR TELEPHONES

The Board authorizes the purchase and employee use of cellular telephones, as deemed necessary by the Superintendent.

Based on safety concerns and instructional and supervisory responsibilities, the district implements and distributes rules governing the use of cellular telephones during the work day.

Employees operating a vehicle transporting district students are prohibited from using a cellular telephone to make phone calls or text, except during an emergency situation; to call for assistance for mechanical problems after stopping the vehicle; when the vehicle is stopped and communication is needed; and when the vehicle is parked.

Employees are encouraged to use available cellular telephones in the event of an emergency that threatens the safety of students, staff or others.

District Cellular Telephone Use

The Superintendent, in consultation with designated administrators, will determine which employees are assigned or temporarily given district cellular telephones when such assignment is a prudent use of district resources and an employee's job responsibilities entail any of the following:

1. Require the ability to communicate frequently, and access to a district or public telephone is not readily available.
2. Involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.
3. Require accessibility due to frequent travel or work outside the district.
4. Include regular supervision of students during events or activities away from district facilities or property.

Employees assigned a district cellular telephone will abide by the following rules when using the telephone:

1. An employee receiving a district cellular telephone will complete and sign a Cellular Telephone Agreement and forward it to the Business Manager.
2. District cellular phones will be used for authorized district business purposes and not for routine personal conversations, except in emergencies involving health or safety.
3. Cellular telephones are not to be used when a less costly alternative is readily available, except in emergencies.
4. Personal use of district telephones is limited to making or receiving calls for family emergency purposes. An employee using a district cellular telephone for personal use will reimburse the district for such use. If reimbursement is not provided to the district by the employee, the district will consider such use a taxable fringe benefit.
5. Cellular telephones will not be used for conversations involving district information of a confidential nature.
6. Cellular telephones will not be lent to others, except in emergencies.
7. Employees issued a district telephone are responsible for its safekeeping at all times and will immediately report to the Business Manager any defective, lost or stolen telephones. The Business Manager will notify the service provider.
8. Reckless or irresponsible use by an employee will result in the employee being required to reimburse the district for the costs of repair or replacement.
9. District telephones will not be used in a manner that disrupts instruction and should not be used during school-sponsored programs, meetings, inservices, or other events where there exists a reasonable expectation of quiet attentiveness, except in emergencies.
10. Cellular telephones issued to employees must be returned to the Business Manager at the conclusion of the school year or activity, as specified, or upon request of the administration.

Personal Cellular Telephone Use

Employees are prohibited from using personal cellular telephones to place or receive personal conversations during the employee's normal duty times, but such use is allowable during normal break times, lunch times and preparation times.

Use of personal telephones is prohibited during instructional times or at school-sponsored programs, meetings, inservices, parental conferences or any other time when there would be a reasonable expectation of quiet attentiveness.

To minimize disruptions, employees are requested to direct callers to contact the school's main office or assigned work station to communicate emergency information and to discourage nonemergency contact during the work day.