

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

717-AR-1. CELLULAR TELEPHONE AGREEMENT

Employee Name: _____

Building: _____

Cellular Phone Number: _____

Office Phone Number: _____

I understand and acknowledge that the cellular phone equipment provided to me by the _____ School District is to be used for district business only and agree to reimburse the district any amount owed for personal use, in accordance with Board policy.

I understand that cellular phone equipment shall not be lent or otherwise made available to nondistrict personnel. I understand that I am responsible for all calls made on this cellular phone and that misuse or inappropriate use of the phone shall lead to disciplinary action.

I understand that I am responsible for the safety and security of the cellular phone equipment assigned to me. This equipment remains the property of the district, and I acknowledge that it must be returned to the district upon termination, leave of absence, or the request of the district. I understand that I will be responsible for reimbursement of any repair or replacement costs of the cellular phone equipment caused by my actions or negligence.

Employee Signature

Date

Business Manager Signature

Date