



Contact:

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TO: Board of Directors

FROM: Deborah Rumbaugh, Superintendent

SUBJECT: First Reading - Policy 6250 District-Owned Cellular Devices

DATE: November 7, 2023

TYPE: Board Discussion

This is the first reading of updated Policy 6250 District-Owned Cellular Devices. The district has reviewed this policy to reflect the updated use of district-owned devices to include language regarding the primary use, professional responsibility, and safekeeping of this district-owned equipment.

The policy is in accordance with the Washington State School Directors Association (WSSDA) model policy. A second reading will occur at the November 21, 2023, board meeting. If you have any questions regarding the policy, please contact me.

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and is prepared for the future of their choice

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~~CELLULAR DEVICES~~ **DISTRICT-OWNED CELLULAR DEVICES**

~~The board authorizes the issuance of cellular devices to staff designated by the superintendent for business use at those times when designated staff do not have regular communication service readily available. At the time a designated employee accepts a district cellular device, he or she will provide written assurance of financial responsibility for personal or non-business use of the cellular device. Within ten days of the district receiving the cellular bill, each designated employee will review his or her statement of calls, if applicable, and reimburse the district promptly for any personal or non-business use in excess of the contract amount. Any staff member who has been issued a cellular device shall not use it if any personal or non-business charges are outstanding. The superintendent shall establish procedures for the use of cellular devices.~~

The superintendent or designee may authorize the purchase of cellular devices, including cell phones, as needed for the efficient operation of the district or for use during emergencies.

The primary use of district-owned cellular devices will be for conducting district business.

Employees assigned district-owned devices are responsible for the safekeeping of such equipment. Employees are to use professional and good judgment as they use district-owned devices. Additionally, employees are to be aware that all communication on district-owned devices is subject to public record requests. All employees issued a cellular device will complete and comply with 6250F.

Cross References:

Policy 2022	Technology and Electronic Resources and Internet Safety
6250F	Cellular Device Acceptable Use Agreement

Adoption Date: 06.17.03
Stanwood-Camano School District
Revised: 10.18.22
Updated: 11.7.23