

Perris Union High School District

Cell Phone Policy

(Pursuant to BP/AR 3513.1)

District Authorized Cell Phone or Stipend

When a PUHSD employee's position requires frequent use of a cell phone, the District may authorize that employee either a) a cell phone on the District cell phone plan, or b) a stipend for the use of his/her personally owned cell phone. Whether an employee is authorized a stipend, or a choice between a cell phone and a stipend will depend on the position they hold in the District. Refer to the PUHSD Cell Phone Eligibility List (Exhibit "A") for information on eligible positions.

Management Employees

All PUHSD managers will receive a monthly stipend in the amount of \$60 to conduct District business on their personal cell phone. *Management employees will receive this stipend beginning July 1, 2018, and for those currently on the District cell phone plan, will have until July 31, 2018 to switch to a personal plan.* The employees personal cell phone and plan must meet minimum standards as determined by the District, including but not limited to, of smartphone type with a data plan and hotspot capability. The phone stipend may or may not cover the actual business use of voice and data. Employees must provide their cell phone number to Information Technology Services and it will be available to all other District authorized cell phone users in addition to other personnel as determined by the District. Additionally, employees are responsible to ensure their phone is kept in working order. The District will not be responsible for repairing or replacing personal cell phones. All management employees are expected to be accessible at all times (24 hours per day, seven days per week).

Non Management Employees

Non Management employees who are cell phone eligible may select to receive a monthly stipend of \$60 to conduct District business on their personal cell phone, or to receive a cell phone from the District and be placed on the District's cell phone plan. The current carrier is Verizon but could change due to yearly review of carrier pricing. The phone provided will be at the selection of the District and will have basic call and text features. Employees selecting a District phone will not be provided an option to upgrade to a more expensive phone. District issued cell phones must be utilized to conduct District business only, and may not be utilized for any personal use. Lost, stolen, damaged, or irreparable cell phones are the employee's financial responsibility and must be replaced at the employee's expense. In the event that a District-issued phone is found to be defective the employee should contact Information Technology Services to obtain service.

Support

For employees receiving the cell phone stipend, certain requirements need to be met in order

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for Information Technology Services to synchronize the mailbox (e-mail, calendar, contacts, etc) with a personal smartphone:

- Smartphone Operating System: PUHSD will only support phones with operating systems capable of connecting to the District's email systems.
- Security Policies: All devices that are connected to District systems must support any security policies enabled on the systems. At a minimum device will be required to enable a 4-digit passcode lock and must support remote wipe capability which will be activated in the event of employee separation or if the device is lost or stolen. The District will not be responsible for any personal data that is lost by a remote wipe.
- Data Plan: PUHSD only allows over-the-air (OTA) synchronization and will not allow desktop synchronization software to be installed on District computers. In order to use OTA synchronization, the smartphone must have a data plan enabled by the wireless provider. Most modern smartphone plans include unlimited minutes and various tiers of data access, PUHSD suggests that you review your personal usage and increase your data plan by at least one tier (at least 1GB) to accommodate the expected data usage for the PUHSD. PUHSD does not provide stipends with intent to cover the full cost for data plans. Additionally, site administrative staff will be required to have the option of a hotspot on their plan for use during emergencies (this is included in most modern plans).

Safe Use of Cell Phones

Employees are required to comply with all state and local laws regarding the use of cell phones while driving, specifically, all employees must use a hands-free device while driving. The District is not responsible for any traffic tickets or violations received for employees who do not comply with hands-free laws. Whenever possible, employees should not make or receive telephone calls while driving. Employees should let incoming calls go to voicemail and then find a safe place to pull over and park before initiating a call. Under no circumstance should employees use cell phones during adverse weather or difficult traffic conditions. Any violations of this policy may subject employees to disciplinary action, up to and including termination of employment. Employees are expected to delete all District data from the cell phone when their employment with the District is severed.

Accessories

The District will not provide employees who select the stipend option any cell phone accessories. This includes hands-free devices, car chargers, cell phone cases, etc. The cost of any accessory not included with the cell phone will be the responsibility of the employee.

Personal (non-District authorized) Smartphone Support

PUHSD understands that many employees have a desire to use their personal smartphones to access District email, calendar, and contacts. The District will allow this access only for smartphones that meet the following requirements:

- Personal smartphones may connect only if they are able to securely connect to the District's mail server, and only for OTA connections. It is the user's responsibility to verify

with their wireless carrier that their device complies with these restrictions and that their device has the appropriate data plan.

- Personal devices that connect to our messaging system are governed by the same security policies as District-issued devices including a mandatory passcode lock, and if the employee separates from the District or the phone is lost or stolen the device will be erased remotely. PUHSD is not liable for any data loss that may occur on personal devices. The use of any personal device in conjunction with District resources is at the employee's own risk.
- PUHSD's support obligation for personal smartphones is limited to providing written instructions for the employee to setup the initial connection. Due to differences in mobile operating systems and devices, the instructions will only convey the settings needed, not the exact steps required to configure the account.

Reimbursement (non-District authorized phones)

The District will not reimburse personal cell phone bills for District-related business calls, except for extraordinary or emergency circumstances. Extraordinary or emergency circumstances should be rare, and under no circumstances routine and systematic. In order to be reimbursed the following conditions must be met:

- Reimbursement will only be made for out of pocket expenses, and will not be made for business calls that fall within the employee's free minutes.
- Reimbursement requests should be made on an Employee Reimbursement Claim Form.
- A copy of the detailed phone bill must be attached to the Employee Reimbursement Claim Form. It is the employee's responsibility to obtain the appropriate detailed billing from their wireless service provider. If the detailed billing does not list whom the calls were made to or received from, the employee will be required to provide any such further information as the school district may reasonably request to support the claim.

Perris Union High School District

Cell Phone Usage Agreement

Your signature below verifies that you have read and understand the Perris Union High School District Cell Phone Policy and the guidelines and responsibilities outlined below and agree to comply with them.

Guidelines

Cell phone users are responsible for following Board policy and carrying out administrative procedures.

Cell phone users shall not loan or otherwise make available their cell phone to non-District personnel.

Employees are responsible for all calls on their respective phones.

Lost, stolen, or irreparably damaged cell phones are the employee's financial responsibility and must be replaced at the employee's expense.

In accordance with District policy and current law, the improper use of the District-issued cell phone may result in disciplinary action, up to and including termination.

Employee Responsibilities

The employee is expected to keep the phone maintained and properly charged at all times.

With the exception of certain vacation or sick/administrative leave, all management employees must be reachable by cell phone 24 hours per day, seven days per week. Other employees with District authorized cell phones must be reachable during working hours.

The employee will reimburse the District at the current contracted rate for convenience-related expenses on District-issued phones (directory assistance, navigation, web use, etc).

The employee will obey all applicable laws regarding the use of cell phones when operating vehicles or other machinery.

Employee Name: _____ Title: _____

Employee Signature: _____ Date: _____

ITS Approval: _____ Date: _____