

**Cellular Telephones**

The Wallingford Board of Education recognizes that the use of cellular telephones and other communication devices may be appropriate to provide for an effective and efficient operation of the District and to help ensure the safety and security of District property, staff and others while on District property or engaged in District-sponsored activities.

**Personal Cellular Phones**

While at work, employees are expected to exercise discretion in using personal cellular phones. While cellular phones can be important tools during emergency situations or while used to augment technology in the classroom or on the job site, personal calls during work hours, regardless of the phone used, can interfere with productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to inform friends and family members of the Wallingford Board of Education policy. Conversations will not take place in the presence of students at any time. Personal cellular phones are to be silenced during meetings and professional development sessions; removal from the meeting or professional development must occur should a call come in that must be taken. The District will not be liable for the loss of personal cellular phones brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cellular phones capabilities/functions in any illegal, illicit or offensive manner.

**Personal Use of District-Provided Communication Devices**

Where job or business needs demand immediate access to an employee, a District department may authorize issue of a business cellular telephone, beeper and/or two-way radio for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of equipment, such equipment should be used for business reasons.

All employees understand that while some personal use is inevitable, a district-provided telephone is intended for business calls only. Call summary reports (i.e. number of minutes used) are distributed to supervisors on a periodic basis and are to be reviewed for appropriateness.

**Employees Will Reimburse the District for any Overage Related to Personal Calls**

The call detail records generated from assigned cellular telephones are considered records of the District and may, on occasion, be subject to internal and outside audits by the District and/or official agencies. Employees in possession of District equipment (e.g., cellular telephones, pagers, radios, etc.) are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt will be deducted from the employee's final paycheck.

**PERSONNEL – CERTIFIED/NON-CERTIFIED**

**4118.6**

**Cellular Telephones**

**Cellular Telephone Use While Operating Dangerous Equipment or While in Dangerous Environments**

Employees whose job responsibilities include operating dangerous equipment or working in hazardous environments shall refrain from using their cellular telephone/communication device while engaged in dangerous activities.

Use of cellular telephones/communication devices in violation of Board policies, administrative regulations, and/or state/federal laws may result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

**Policy Adopted: 03/28/16**