

Book	Policy Manual
Section	Policies Recommended for the BOE (43.1 Fall 2024 Update)
Title	BOARD-OWNED TECHNOLOGY RESOURCES USED FOR COMMUNICATION
Code	po7530.01
Status	
Adopted	September 26, 2016

**7530.01 - BOARD-OWNED TECHNOLOGY RESOURCES USED FOR COMMUNICATION PERSONAL COMMUNICATION DEVICES**

The Board of Education will provide technology resources (as defined by Bylaw 0100) for communication purposes ("TR communication devices") ~~personal communication devices ("PCDs")~~ to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. ~~For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], ( ) telephone paging devices [e.g., beepers or pagers]), ( ) and/or other web-enabled devices of any type.~~ TR communication devices PCDs are provided as tools to conduct Board business and to enhance business efficiencies. Board-owned cellular telephones ("cell phones") are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e., because some cellular telephone services plan are billed on a time-used basis, Board-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient and readily available).

The Superintendent shall designate those staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.

The Superintendent ~~or his/her designee~~ is responsible for verifying:

- A. the need for each Board-owned cell phone and related service plan is clearly justified for Board business purposes;
- B. alternative solutions for work production and communication are considered;
- C. employees provided with cellular and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;
- D. cellular telephone and wireless Internet/data service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;
- E. employees reimburse the Board for non-business use; and
- F. a Board-owned cell phone is returned and the corresponding cellular telephone and/or wireless Internet/data service plan is terminated when it is no longer justified by business requirements, the employee leaves the Board's employment, and/or when the employee has demonstrated a disregard for the limitation of this policy.

Cellular and wireless Internet/data service plans are expected to be set at the minimum level that fulfills the business need for the position in question. The service plan that is selected for an employee should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs as well as whether ~~or not~~ the service plan includes text messaging, instant message and/or e-mail capability, and ability to access the Internet. If the service plan is based on minutes used for calls made or includes a charge regarding e-mail or instant messages, the smallest plan available to accommodate the particular business need shall be utilized.

The Board shall approve the Superintendent's recommendation regarding the type and level of cellular telephone and wireless Internet/data service appropriate for each staff member listed above. In all cases, the Superintendent shall take the steps necessary to secure the most economical and responsible service available.

Thereafter, an annual review of the service plans available shall be made to determine if the District's plans are the most economical and responsible available. Additionally, at least once annually, the Superintendent shall review the employee's actual usage (i.e., type and level of service) with the employee and, if warranted, authorize the acquisition of a different cell phone and/or selection of a different service plan that more nearly matches the employee's recurring business needs. Any such change in provider and/or necessary adjustments to individual staff member's device and/or service plan shall be presented to the Board for consideration and approval.

Possessing a Board-owned cell phone and/or other TR communication devicePCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of their cell phone and/or TR communication devicePCD use by utilizing assigned landline and/or designated computers as available and appropriate. Employees should know that using a cell phone to place calls outside the immediate area might result in roaming charges, in addition to long distance and regular charges, and that the Board is charged for both outgoing and incoming calls.

To continue to be eligible to receive a Board-owned cell phone, staff members are required to answer all calls on the staff member's his/her Board-owned cell phone and promptly respond to any messages.

In order to continue to receive a Board-owned cell phone and/or other TR communication devicePCD, non-exempt employees are required during their his/her regular work hours to answer all calls on their Board-owned his/her cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their Board-owned TR communication devicePCD outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours.

### **Safe and Appropriate Use of Board-Owned TR Communication DevicesPCDs, Including Cell Phones**

Employee safety is a priority of the Board, and responsible use of Board-owned TR communication devicesPCDs, including cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a TR communication devicePCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

### **Duty to Maintain Confidentiality of Student Personally Identifiable Information; Public and Student Record Requirements**

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their Board-owned TR communication devicesPCDs. See Policy 7530.02 - Staff Use of Personal Communication Devices.

When the Board intends to dispose of, or otherwise stop using, a Board-owned TR communication devicePCD on which an employee has maintained public records, student records, and/or ESI that is subject to a Litigation Hold, the District's IT department/staff shall verify such records are properly transferred to an alternative storage device, before disposing of, or otherwise ceasing to use, the TR communication devicePCD. The IT department/staff is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the Board-owned TR communication devicePCD. The IT department/staff is responsible for maintaining documentation concerning the actions it takes to comply with this requirement.

### **Employee's Responsibilities**

Employees are responsible for the safekeeping, care, and custody of the Board-owned TR communication devicesPCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage, or reckless loss of the Board-owned TR communication devicesPCDs provided to them.

Reasonable precautions should be taken to prevent theft, loss, or damage to, or misuse or unauthorized use/access to, Board-owned TR communication devicesPCDs. Upon resignation or termination of employment, or at any time upon request, an employee may be asked to produce the Board-owned TR communication devicePCD issued to the employee him/her for return or inspection. Employees unable to present the device in good working condition within the time period requested (e.g., twenty-four (24) hours) might be expected to 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 employee who regularly places or receives personal calls, or uses his/her Board-owned cell phone to send/receive personal e-mails, text messages, or instant messages, shall be subject to disciplinary action. Use of a Board-owned TR communication devicePCD by an employee to access a personal e-mail account or connect to the Internet for personal business is strictly prohibited.

TR communication devicesPCDs may not be transferred to any other employee without prior notification and approval of the Superintendent. Employees provided with a TR communication devicePCD understand that the devicePCD is owned by the Board. Any alteration or switching of TR communication devicesPCDs must be approved in advance by the Superintendent.

Cell phone numbers provided by the Board, via contract with a cellular telephone service provider/vendor, are considered business numbers of the District which shall remain and belong to the Board for its use, unless otherwise changed by the service provider/vendor or as mandated by the Federal Communications Commission.

The Board reserves the right to audit all Board-owned cell phones, which will include, but not be limited to, a review of the detailed monthly statement upon submission after the requisite review by the employee. The detailed monthly service statements for all Board-owned cell phones, as well as invoices and payment documents related to these accounts, are public records and, as such, may be subject to disclosure and review.

### **Use of Board-owned Cell Phones for Personal Calls**

The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned cell phone for personal business. The Board generally prohibits such conduct as emphasized by this policy, but realizes there may be limited situations when such use is justified. Employees are advised not to take advantage of this provision and that repeated use of a Board-owned cell phone for personal business will result in disciplinary action.

### **Potential Disciplinary Action/Cancellation of Board-Owned TR Communication DevicePCD**

Violation of this policy may constitute just cause for disciplinary action, up to and including termination. Use of the Board-owned TR communication devicePCD in any manner contrary to local, State, or Federal laws will constitute misuse, and will result in the Board canceling the employee's privilege to use the TR communication devicePCD and requiring the employee to immediately return the device.

### **Employee Use of Board-Owned Cell Phones**

The Board will provide Board-owned cell phones to certain employees who require specific equipment or similar technology to perform District functions (e.g., school safety, physical plant maintenance, etc.) and expect never to use these devices for personal use.

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