

Cellular Telephones

The Board recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the district and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the superintendent.

District-owned cellular telephones shall be used for authorized district business purposes, consistent with the district's mission and goals.

Use of cellular telephones in violation of Board policies, administrative regulations and/or state and federal laws will result in discipline up to and including dismissal and/or referral to Government Standards and Practices Commission and law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately-owned cellular telephones for authorized district business.

END OF POLICY

Legal Reference(s):

Davidson v. Nevada Government Ethics Commission, 300 Or 414, 712 P2d 97 (1985).

Nevada Government Standards and Practices Commission, Advisory Opinion Nos. 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).

Cellular Telephones

District-owned cellular telephones may be purchased and authorized for staff use in accordance with the following:

Cellular Telephone Authorization

Cellular telephones may be assigned or made available on a temporary basis by the superintendent when it is determined that:

- 1* The assignment of a cellular telephone to the employee is a prudent use of district resources;
- 2* The employee's job responsibilities require the ability to communicate frequently and access to a district or public telephone is not readily available;
- 3* The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

Cellular Telephone Use

1. Cellular telephones are provided specifically to carry out official district business when other means of communications are not readily available.
2. Personal use of cellular telephones should be limited as much as is practical for business.
3. Cellular telephones are not to be used for conversations involving district information of a confidential nature.
4. Cellular telephones are not to be loaned to others.
5. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the superintendent who will in turn notify the service provider.
6. Cellular telephones issued for employee use are to be returned to the superintendent at the conclusion of the assigned duty, activity, or as otherwise specified.

Privately-Owned Cellular Telephones

- 4* District employees may be reimbursed for use of privately-owned cellular telephones to conduct district business in accordance with Board policy and this regulation, with prior approval of the Superintendent.
- 5* Personal use of privately-owned cellular telephones by employees authorized to use such equipment for district business is restricted to lunch, breaks or other such times when the employee is not on duty.