

Reference EHAA, EGA-R

CELL PHONE POLICY

PURPOSE

The use of mobile devices or other wireless communication devices is intended to enhance the manner in which employees perform their jobs, i.e. increasing productivity and ensuring the health and safety of the employees and students of the Nashua School District community. The purpose of this policy is to establish a standard operating policy and practice governing the use of mobile devices by employees in the performance of their duties.

APPLICABILITY

This policy applies to any mobile device, or other wireless communication device that is connecting to School District resources. This includes, but is not limited to, devices using wireless, wired, infrared, cellular, or any other technology used to transmit and receive data within the School District's Data Infrastructure. The equipment may or may not be owned by the School District.

ELIGIBILITY

School district employees eligible to participate include:

- Superintendent
- Assistant Superintendents
- Chief Operating Officer
- School Principals
- Assistant School Principals
- Director-level
- Plant Operations
- Security Officers
- IT Support
- Employees identified by the Chief Operating Officer

OPTION 1: MONTHLY ALLOWANCE POLICY

Allowances will be paid monthly as part of the employee's paycheck and this monthly cost will be charged against the same account to which School District's cell phones are charged. This monthly allowance will be taxed in accordance with IRS tax regulations. Since these phones will be the property of the employee, they may be used for personal calls and can be combined or enhanced with other personal plans.

As of January 1, 2017, the allowance will be \$40.00 per month for a mobile device (smart phone) or \$20.00 per month for a cell phone. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc.

Recipients of the allowance shall understand that:

- The employee shall provide, on request, verification of an active cell phone service

OPTION 2: DISTRICT-PROVIDED DEVICE POLICY

The District will supply the current phone available through the NSD contract with its outside provider. This phone will have calling and text capabilities.

OPTION 3: EMPLOYEE OPT OUT

Employees may choose to opt-out completing the associated form and selecting the OP-OUT option.

ACCOUNTABILITY

This policy applies to anyone who uses School District Technology Resources, including employees, temporary employees, contractors, vendors and all others.

POLICY ENFORCEMENT

In order to safeguard School District resources, violators of this policy may be denied access to School District computing and network resources and may be subject to other disciplinary action within and outside the School District. Violations of this policy will be handled in accordance with the School District’s established disciplinary procedures.

The School District may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of School District computing and network resources, or to protect the School District from liability.

- A. If violations of this policy are discovered, the School District will take appropriate actions to resolve the issue and violators may be subject to disciplinary measures.
- B. If violations of this policy are discovered that are illegal activities, the School District may notify appropriate authorities.
- C. The School District reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

EXCEPTION PROCESS

Exceptions to this policy will be requested in writing to management, and the request will be escalated to the Office of the Chief Operating Officer. Exceptions will be documented in writing and retained according to existing retention schedules. Exceptions may be granted on a limited-time basis.

ADDITIONAL PROVISIONS

This policy will stay in full force and effect until such time state, federal or municipal rules that govern the use of cell phones or other wireless communication devices indicate a need for a change in policy.

Board Approved: 07/10/2017