

William S. Hart Union High School District

Cellular Phone Acceptable Use Policy

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Cellular phones are issued to employees of the William S. Hart Union High School District (District) for business use. It is understood that once in a while, an individual will use the cell phone to receive and make personal calls. Periodic audits of employees' cell phone usage may be conducted by the Technology Services Department and the findings sent to the Business Office. The Business Office may report excessive personal use of cell phones to the Internal Revenue Services (IRS) as additional income.

Repair and Replacement of Cellular Phone

Cell phones and cell phone chargers will occasionally malfunction. When this happens, contact the Technology Department (661-753-5740 x777) and report the problem. The cell phone and/or cell phone charger will be fixed or replaced.

AT&T is the current cell phone provider for both service and cell phone instruments. The District has specified two models of cell phones. If an employee with a District cell phone wishes another model they must get their supervisor's permission to deviate from the District's standard. Purchase of the different model must follow standard purchasing procedures. Prepare a purchasing requisition with AT&T as the vendor complete with model number and to which account number you are charging the cost of the new cell phone. Have your school Principal or Director approve the requisition and send it to Technology for processing. The cost for the new cell phone instrument and any additional monthly increase in fees will be charged against the school's formula account or department's account if the employee works at the Administrative Center.

Loss of Cellular Phone

When an employee loses a cell phone it is the responsibility of the employee to notify the Technology Department (661-753-5740 x777) within 24 hours of the loss. Technology will then notify AT&T to stop all calls on that number. If the cell is found later, Technology can reactivate the number with a call to AT&T. Don't be embarrassed to call Technology. An administrator lost a cell phone and waited ten days before notifying Technology. During those ten days, the person who stole/found the cell phone ran up charges in excess of \$500.00. So please call Technology immediately.

I have read the **Cellular Phone Acceptable Use Policy** and will comply with its rules.

Name: _____

Cell Phone Number: _____

Signature