

William S. Hart Union High School District  
Technology Services Department

**Cellular Phone Upgrade Procedures**  
**March 31, 2008**

This document outlines the current procedures for upgrading or deviating from the District standard cellular phone models. It is based off of the Cell Phone Acceptable Use Policy which you should have signed. Any "smart phone" upgrade will include a mandatory data plan. The cost of the phone and this additional monthly fee will be the responsibility of the individual requesting the upgrade. At this time, the District only supports the integration of BlackBerry devices with the District email system.

- 1.) Request the phone upgrade through the District Help Desk at the DTC. This may be done via phone or email. Please provide the exact phone and model number. The device will then be ordered for you.
- 2.) When the device arrives, the DTC will inform you that the device has arrived and schedule a date and time when you can come in to swap.
- 3.) When arriving at the DTC for your phone swap, you must provide a check from you to the District for the amount of the phone plus tax. The current list of phone available is available on the Technology Department website. This will be the price in red from the current list.
- 4.) If the upgrade is to a BlackBerry device, you will also be required to fill out a Voluntary Payroll Deduction for Electronic Device form before the swap occurs. This form will authorize the mandatory \$36 a month for 10 months per year to be taken from your paycheck to cover the BlackBerry Data plan required to have a BlackBerry device.
- 5.) You must also provide your current cellular phone and all existing accessories at the time of the swap.
- 6.) The District will provide a single car charger and belt clip / holsters for each phone. The phone comes with a single wall charger. Any accessories you want beyond that, including memory cards, additional chargers, etc., you can purchase on your own. If you would like to know what the District provided belt clip / holster will look like, please contact the DTC.

If there are any questions,  
please contact the DTC (District Technology Center) at 661.753.5740 x777.

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