

POLICY

No. 6720

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CELLULAR COMMUNICATIONS DEVICES

I. Issuance of Cellular Communications Devices

BOCES staff members whose positions are deemed by the District Superintendent, or designee, to require a cellular communications device to conduct BOCES business either through e-mail, voice communications or other electronic services, may be assigned a BOCES owned cellular communications device in accordance with the following guidelines.

- A. Issuance of the cellular communications device will promote communication in emergency circumstances;
- B. The employee is frequently in business-related travel status;
- C. The employee's primary work location requires access to a cellular communications device;
- D. There is a reasonable expectation for other members of the BOCES or its school districts to be able to contact the officer or employee at times other than regular business hours; and
- E. No other means of communication are available and less expensive to obtain and/or maintain.

II. Cellular Communications Device Usage

Cellular communications devices issued by BOCES are issued primarily for purposes related to official business. BOCES retains the right to cancel cellular communications devices service and recover issued cellular communications devices at any time. When purchasing cellular communications device rate plans, the BOCES will consider the reasonable expectation for business use. It is recognized, however, that on occasion cellular communications devices are used for personal business. Each person issued a cellular communications device shall be required, as a condition of obtaining the cellular communications device, to agree to reimburse BOCES for any charges incurred due to calls not related to official BOCES business. BOCES will not provide reimbursement to employees for business use of personal cellular communications devices. In addition, such devices shall not be used for other non-business related functions, such as downloading music files.

Adopted: February 14, 2008

Ratified: March 17, 2008

Amended:

III. Monitoring Cellular Communications Device Usage

The District Superintendent is authorized to establish such administrative regulations and procedures as may be necessary to carry out this policy. Such procedures shall include, without limitation, processes for monitoring cellular communications device usage to assure proper reimbursement for personal calls. Cellular communications device issuance and usage shall be evaluated periodically in order to determine whether devices previously issued continue to be needed and whether the cellular communications device rate plans previously purchased continue to provide value.

The District Superintendent shall develop an Administrative Regulation to implement this policy.

Following the close of each fiscal year and by the October regular Board meeting date, the administration shall prepare and present to the Board Audit Committee a summary of activity, financial or otherwise resulting from the implementation of this policy.