

UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF WIRELESS
COMMUNICATION DEVICES
BY EMPLOYEES

ADOPTED: February 17, 2015

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">712. USE OF WIRELESS COMMUNICATION DEVICES BY EMPLOYEES</p> <p>The Board authorizes the use of certain wireless communication devices by school district personnel for the purposes of district safety and general welfare, and as a more efficient method of communication in conducting district business. The Board also recognizes the need to provide wireless communication devices to certain school district personnel for such purposes, in accordance with established guidelines.</p> <p>The Board authorizes the Superintendent or designee to enforce guidelines to regulate the use of wireless communication devices by school district personnel.</p> <p>The Superintendent or designee shall establish procurement procedures for wireless communication devices that satisfy the requirements for E-rate reimbursement, and is responsible for internal review of invoices relating to usage of these devices.</p> <p>The following guidelines have been established for the nonemergency use of wireless communication devices:</p> <ol style="list-style-type: none"> 1. The administration will determine the provision of devices and plans to school district personnel based upon need, availability and budgetary constraints. 2. Use of district-provided devices is for district business only. Personal devices may be used to make brief communications which are necessary for carrying out district-related, personal, or family obligations and responsibilities; however, such usage shall be limited to periods of non-assignment within scheduled breaks, preparation periods, and before or after the student day. 3. District personnel are not to use such devices during student instruction or to interrupt assigned duties.
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4. An accounting of all personal use of wireless communications is to be made monthly in writing to the Superintendent or designee, including the date and duration of the communication in question. School district personnel shall be personally responsible for all charges related to nondistrict use of district-provided devices.
5. A landline should be used when possible.
6. Devices may not be provided to students for usage.
7. District-provided devices may not be used by third parties.
8. The district shall not be responsible for any charges regarding the use of personal devices.
9. Misuse or inappropriate use of devices shall be subject to disciplinary action.
10. School district personnel entrusted with district-provided devices shall be responsible for the safety and security of these devices. All such equipment must be returned to the district upon separation from employment, suspension, leave of absence or upon the request of the district. Ordinary repairs or replacement of equipment shall be paid by the district; however, school district personnel shall be responsible for repairs or replacement caused by their actions or negligence.
11. Users of district-provided devices are required to sign an acknowledgement and consent agreement regarding their possession of wireless equipment.

References:

School Code – 24 P.S. Sec. 510