



UPPER DARBY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: December 7, 2015

REVISED:

717-AR-0. CELLULAR TELEPHONES/SERVICE

The Board authorizes the purchase and employee use of cellular telephones, as deemed necessary by the Superintendent.

Based on safety concerns and instructional and supervisory responsibilities, the district implements and distributes rules governing the use of cellular telephones during the workday.

Employees operating a vehicle transporting district students are prohibited from using a cellular telephone to make phone calls or text, except during an emergency situation; to call for assistance for mechanical problems after stopping a vehicle; when a vehicle is stopped and communication is needed; and when a vehicle is parked.

Employees are encouraged to use available cellular telephones in the event of an emergency that threatens the safety of students, staff or others.

District Cellular Telephone Use

The Superintendent, in consultation with designated administrators, will determine which employees are assigned or temporarily given district cellular telephones when such assignment is a prudent use of district resources and an employee's job responsibilities.

The Board will provide a cellular telephone to designated employees. If the employee elects to upgrade the type of cellular telephone provided, it will be at the employee's expense and the cellular telephone will become the property of the employee.

Employees provided cellular telephone service by the district must use the service in accordance with the cellular telephone/service agreement.

The district will monitor cellular telephone service usage by district employees. If the district's base cellular telephone service plan is exceeded, all employees with usage in excess of the average employee usage will be notified. If the employee continues to have cellular telephone service usage in excess of the average employee usage, the employee will be charged for their excess usage.

References:

Board Policy- 000, 317, 624, 717