

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy GAKK

Responsible Office: DEPARTMENT OF BUSINESS AND MANAGEMENT SERVICES

CELL PHONE ASSIGNMENT AND USE BY EMPLOYEES

A. PURPOSE

To establish procedures for the assignment and use of cell phones by Anne Arundel County Public Schools (AACPS) employees.

B. BACKGROUND

The use of cell phones improves employee productivity. Cell phones are a premium resource that requires management and fiscal oversight.

C. PROCEDURES

1. The Director of Technology has the following responsibilities:
 - a. Maintain an inventory of cell phone devices and telephone numbers.
 - b. Issue cell phones to AACPS employees who, due to their position and/or office location, require a cell phone. All employees who are issued a cell phone must have approval from their supervisor and justification that other communication devices, such as pagers, radios, or email, are not a viable option. Justifications may include the need for emergency responses, absence from office, work function, or other need as determined by the Superintendent or their designee.
 - c. At time of cell phone issue, review user responsibilities and current cellular plan with the employee. Obtain the employee's signature on cell phone user agreement form and keep copy on file.
 - d. Annually update cell phone user agreements with all AACPS employees who have been issued cell phones.
 - e. Process all vendor invoices for cellular services provided to AACPS.
2. Supervisors are responsible for:
 - a. Validating the business need for cell phone assignment to the employees who report to them;
 - b. Enforcing the proper use, operation, and maintenance of the assigned cell phones; and
 - c. Ensuring that employees remit invoices within ten business days upon receipt.

3. AACPS Employees that are issued cell phones are responsible for:
 - a. Use of the cell phone for work-related purposes only.
 - b. Use of the cell phone in an ethical, responsible, and safe manner. Refrain from using the cell phone while driving. Misuse of the cell phone will result in revocation of the device.
 - c. Prompt reporting of lost, stolen, or damaged cell phone to the Technology Help Desk at 410-222-5135; help-desk@aacps.org. The employee may be held liable for the replacement cost of the cell phone.
 - d. Turning in the cell phone upon transfer, retirement, or resignation from AACPS. Return the cell phone to the Technology Help Desk.
 - e. Reviewing monthly invoices within ten business days of receipt. All charges for non-work related calls are to be remitted via check made out to Anne Arundel County Public Schools and submitted to the Technology Telephone Office.
 - f. Complying with the AACPS current cellular service plan and the details regarding features such as the number of minutes allocated; overages; mobile to mobile calls; roaming charges; and national coverage. The service plan is discussed with the employee when the cell phone is issued.
 - g. Signing a cell phone user agreement form upon receipt of an AACPS cell phone which indicates an understanding of the responsibilities associated with the use of the cell phone.
 - h. Misuse of the cell phone or non-payment of personal charges will result in disciplinary action being taken, such as the revocation of the device, the downgrading the device features and capabilities, or a formal letter of counseling filed in the employee's record.

Note previous regulation history: None
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