WIRELESS COMMUNICATIONS

Cellular telephones (cell phones), radios, pagers and/or other wireless communication devices must be approved by the building principal and/or appropriate administrator. Service and equipment shall be obtained through the Purchasing Department using the currently contracted/approved vendors. The user shall meet with the Purchasing Department to select the most appropriate and cost effective communication plans. Individual procurement cards may not be used for these purchases.

After the wireless voice communication equipment and service has been selected, the building principal and/or appropriate administrator shall create an on-line purchase requisition authorizing the transaction. The Purchasing Department shall maintain a standardized list of equipment and devices, and periodically update the list and prices. All invoices for wireless communications equipment and service shall be sent to the Accounts Payable Department for payment.

When wireless communications services are no longer needed, the building principal and/or appropriate administrator shall send all equipment to the Purchasing Department, and shall notify them of the need to discontinue service.

Criteria for Cell Phone Use

A. An “EQUIPMENT/MATERIALS CHECK OUT” form and the “CELLULAR TELEPHONE USE EQUIPMENT” form shall be completed by individuals who have a district cell phone.

B. Cell phones are not to be used when less costly alternatives are readily available.

C. Discretion shall be used in discussing confidential or sensitive information on cell phones, since cell phone transmissions are not secure.

D. Cell phones are to be protected from airtime and equipment theft by taking precautions to restrict access to the phones.

E. District-owned cell phones are to be used to conduct district business, including incoming and outgoing calls. If an employee’s job requirements unexpectedly necessitate he/she to stay late or an emergency situation occurs, telephone calls to home to provide notice shall be allowed at district expense.

F. All cell phone calls made on the district’s “business-line” must be verified and signed by the individual and his/her building principal and/or appropriate administrator.

G. The district recognizes that occasions may arise in which personal calls need to be made. However cell phones shall not be used primarily for personal calls.
Personal calls are defined as any call that is made or received for which there is no district business purpose. Both incoming and outgoing calls are billed for airtime; therefore, all personal calls, both incoming and outgoing, must be paid for by the employee. The district must be promptly reimbursed each month within 10 days of the billing for all personal calls. Failure to do so may result in the employee’s loss of cell phone use or garnishee of salary. Checks are to be made payable to Tacoma School District.

H. When personal calls are made on the district’s “business-line” and a zero ($0.00) charge is indicated on the statement (for the up-front free minutes), the cost to the individual for reimbursement to the district shall be charged at a rate established by the district’s Finance Department.

I. The Purchasing Department shall maintain a complete listing of all district cell phones and who is assigned to their use.

J. A secondary “business line” may not be added to circumvent “personal-line” billing procedures.

K. The building principal and/or appropriate administrator shall provide written notification to the Purchasing Department when a cell phone is transferred to another individual or location.

L. The building principal and/or appropriate administrator shall provide written notification to the Purchasing Department when a phone is no longer needed or discontinued.

M. District-owned cell phones, which are no longer needed, shall be surplused in accordance with district procedures.

N. District cell phone users shall be required to attend training presented by vendors. Users shall read the district policies and regulations regarding their use.

Employee-Owned Cellular Telephones

A. The district shall reimburse employees for documented district business use of personal cell phone calls. Reimbursements are paid directly to the employee by the district.

B. The employee shall submit the appropriate district form with a copy of the cell phone invoice with all Tacoma School District calls highlighted. The claim form shall include the appropriate Budget Responsibility Center (BRC) information, and shall be signed by the employee and the building principal and/or appropriate administrator.
State Contract Exclusion

The district uses the state of Washington and/or governmental contracts for cellular airtime rates, equipment and services. Contracts are applicable only to district-purchased and/or owned cellular equipment and prohibits its use on privately owned cellular equipment.

Personal Lines

Adding a personal line to a district-owned phone is permitted under the following guidelines:

A. The individual user shall request and receive written permission from the building principal and/or appropriate administrator to add a “personal-line” to a district cell phone.

B. “Personal-line” cell phone service for employee’s personal use may not be purchased through the Tacoma School District’s contracts.

C. The “personal-line” cell phone service payment is the responsibility of the individual and shall be paid outside of the district’s contractual billing arrangements.

D. Invoicing for “personal-line” cell phone service shall be addressed to the individuals residence, not to any district facility address.

E. The district is not liable for unpaid “personal-line” charges. Due to the number of wireless communication vendors, individuals shall confirm in writing with the vendor, with a copy to the building principal and/or appropriate administrator, that the district shall not be liable for unpaid personal line charges.

Radios

The district’s radio network is intended to be used for district-related business. The radio network includes hand-held and mobile units in district vehicles.

Discretion shall be used in discussing confidential or sensitive information on radios, because radios transmissions are not secure. Radios need to be protected from airtime and equipment theft by taking precautions to restrict access to the radios.

All purchases of district Motorola radios (network radios) shall be made through the Risk Management office. When additional network radios are required, each site shall provide the Risk Management office with the appropriate budget information. Risk Management shall order the equipment in coordination with the Purchasing Department and provide for programming and training. The Risk Management office shall maintain a complete list of all Motorola radios.
Each site shall be responsible for the maintenance of the network radios. In addition, each site shall be responsible for the purchase of local walkie-talkie type radios used on-site.

Cross References:  
- Board Policy 5010 Employee Conduct Rules
- 5251 Conflicts of Interest
- 6973 Acceptable Use Policy for Digital Resources
- Regulation 6250.1R Use of District-Owned Equipment and Materials

Approved 3/19/02