

2006

5622

Non-Instructional/Business
Operations

SUBJECT: USE OF A DISTRICT CELL PHONE

A Port Jervis School District-owned cell phone will be issued to a district employee when required by that employee's job duties and as determined by the Superintendent or his/her designee. District employees who are issued cell phones are responsible to ensure that they are used appropriately. Each such employee will be financially liable for any charges upon any District account related to personal use of their issued cell phone.

Administrative Regulations will be developed regarding their use.

Any authorized user must acknowledge in writing that he or she is aware of this policy.

Adopted: 02/21/06