

CELLULAR DEVICES

I. Issuance of Cellular Devices

Tech Valley High School staff members whose positions are deemed by the District Superintendent, or designee, to require an cellular communications device to conduct TVHS business either through e-mail, voice communications or other electronic services, may be assigned a Capital Region BOCES owned cellular communications device in accordance with the following guidelines.

- A. Issuance of the cellular communications device will promote communication in emergency circumstances;
- B. The employee is frequently in business-related travel status;
- C. The employee's primary work location requires access to a cellular communications device;
- D. There is a reasonable expectation for other members of the BOCES or its school districts to be able to contact the officer or employee at times other than regular business hours; and
- E. No other means of communication are available and less expensive to obtain and/or maintain.

II. Cellular Communications Device Usage

Cellular communications devices issued by Capital Region BOCES are issued primarily for purposes related to official business. Capital Region BOCES retains the right to cancel cellular communications devices service and recover issued cellular communications devices at any time. When purchasing cellular communications device rate plans, the Capital Region BOCES will consider the reasonable expectation for business use. It is recognized, however, that on occasion cellular communications devices are used for personal business. Each person issued a cellular communications device shall be required, as a condition of obtaining the cellular communications device, to agree to reimburse Capital Region BOCES for any charges incurred due to calls not related to official TVHS business. Capital Region BOCES will not provide reimbursement to employees for business use of personal cellular communications devices. In addition, such devices shall not be used for other non-business related functions, such as downloading music files.

III. Monitoring Cellular Communications Device Usage

Use will be monitored in accord with Capital Region BOCES policies and procedures.

Adopted: 7/25/19