

Use of and acquisition of cellular phones, pagers, two-way radios or other similar electronic equipment

The purpose of this policy is to establish effective controls and policies for the use and acquisition of school cellular phones, pagers, two-way radios or other similar devices.

- The devices are to be used for official business only or in the case of pagers, emergencies only (see Policy: 5200). Departments and/or employees must be able to prove calls placed and/or received are official business related.
- These devices are small attractive items and must be safeguarded when not in use.
- A department need not always acquire additional equipment to take advantage of such devices. They may be shared within a department with the prior approval of the Business Office.
- Business Office and departmental supervisory staff will monitor monthly billings to assure there are no abuses occurring.
- Except for pagers, limited use is allowed only if each of the following conditions are met:
 - There is little or no cost to the state;
 - Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
 - The use does not disrupt or distract from the conduct of state business due to volume or frequency;
 - The use does not disrupt other state employees and does not obligate them to make a personal use of state resources;
 - The use does not compromise the security or integrity of state property, information, or software.
- Requests for such devices are to be made by the supervisor of the department through the Business Office. Requests will be evaluated based on program need.
- Two-way pagers will be issued to staff according to program need and are to be used primarily for emergencies. Academic year employees are to turn their pagers in to the Business Office on the last day of the academic year. Pagers will be reissued during the summer when there is a school sponsored event such as Extended School Year, Sports Camp or other comparable event.

Legal reference: SAAM 30.40.20
WAC 292-110-010
Policy: 5200