



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	PROPERTY
TITLE:	DISTRICT MOBILE DEVICES
ADOPTED:	5/25/16
REVISED:	

717 - DISTRICT MOBILE DEVICES

Section 1. Purpose

The Board recognizes the use of cellular telephones and mobile devices (which include but are not limited to laptops, tablets, iPads, USB storage devices, etc.) by District employees may be appropriate and necessary to provide for the effective and efficient operation of the District. In addition, it is recognized that providing a mode of communications via these devices can help to ensure the general welfare, safety, and security of District property, staff, students, and others while on District property or engaged in District-sponsored activities.

Section 2. Authority

The Board authorizes the purchase and employee use of cellular telephones for designated employees. Cellular telephones provided by the District shall be used for authorized District business purposes. Personal use of such shall be restricted, except in emergency situations.

Section 3. Guidelines

a. Cellular Phones

1. Expenses incurred for personal use of District-provided cellular telephones shall be reimbursed to the District by the employee.
2. Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.
3. District cellular telephone users are responsible for all calls on their respective phones.
4. The use of cellular telephone to capture images or record audio should be used in accordance with existing District policies.
5. District cellular telephone users are responsible for the safety and security of the equipment assigned to them. All cellular telephones must be

Pol. 000, 602

Pol. 224.1, 352, 452, 552

<p>Pol. 224.1, 352, 452, 552</p>	<p>returned to the District upon termination, leave of absence, or at the request of the District. Ordinary repairs and replacement of cellular telephone equipment shall be paid by the District.</p> <ol style="list-style-type: none"> 6. Cellular telephone users shall be responsible for reimbursement of any costs for replacement or repair of cellular telephone equipment that is determined by Administration to have been damaged by the negligence of the cellular telephone user. 7. Cellular telephones are to be used in accordance with the District’s Responsible Use Policy, regardless if they access a District computer or network, access the Internet directly, or use a stand-alone device. 8. Personal cellular telephones during work hours may be used to make brief calls, which are necessary for carrying out personal or family obligations and responsibilities. It is understood that these calls should be limited. 9. Employees must use discretion in the use of wireless devices to prevent unnecessary interruption to the instructional program. Students shall not be permitted to use staff members’ personal cellular telephones except in emergency situations. <p>b. Other Devices</p> <ol style="list-style-type: none"> 1. The administration shall assign other devices (i.e., laptops, tablets, iPads, etc.) when necessary for District business. Use of other District devices is for District business only. 2. Device users are responsible for any costs that are incurred if the device is used for personal business. Misuse or inappropriate use of the devices may lead to disciplinary action.
<p>Pol. 224.1, 352, 452, 552</p>	<ol style="list-style-type: none"> 3. All devices are to be used in accordance with the District’s Responsible Use Policy regardless if they access to a District computer or network, access the Internet directly, or use a stand-alone device. 4. The use of devices to bypass District security or firewalls for accessing the Internet is prohibited. 5. Any device that has the capability of capturing images or audio recording should be used in accordance with existing District policies. 6. The storage or transfer of sensitive data using a device should be avoided. If it is necessary to transfer sensitive data using a mobile device, the employee is responsible for maintaining the security of the device. The device should be kept either in visual contact or be physically secured where it may not be accessed by others. After the data has been transferred, it is the responsibility of the employee to “sanitize” the

mobile device, ensuring that confidential information is either erased or safeguarded from unauthorized access. No District sensitive data shall be permitted to remain on a personal device for an extended period of time. If a personal device with District sensitive data is lost or stolen, the employee shall immediately report it to his/her supervisor.

7. District data shall be “sanitized” prior to its disposal, sale, trade, or other transfer of District owned electronic devices.

Section 4. Delegation of Responsibility

- a. The Superintendent or designee shall determine which employees receive District provided cellular telephones for business purposes.
- b. The Superintendent or designee shall develop administrative procedures to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.

References:

Board Policy – 000, 224.2, 352, 452, 552, 602

Replaces Policy:

8425