

Personnel – Certified / Non-Certified

Cellular Telephone/District Issued Communication Devices

4118.6-4218.6(a)

The District recognizes that the use of cellular telephones (“cell phone”) and other communication devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff, and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of cell phones, as deemed appropriate by the Superintendent. Communication devices issued by the District may also include walkie-talkies or laptop computers.

District-owned cell phones/communication devices shall be used for authorized District business purposes, consistent with the District’s mission and goals. Personal use of such equipment is discouraged except in emergency situations.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phones/communication devices for authorized District business.

Cell Phone /Communication Device Use

1. Cell phones and any other District issued communication devices are provided specifically to carry out official District business. These devices may not be used for routine personal communications. All employees understand that while some personal use is inevitable, a district-provided telephone is intended for business calls only. In order to protect the employee from incurring a tax liability for the personal use of equipment, such equipment should be used for business reasons. Call summary reports (i.e. number of minutes used) are distributed to supervisors on a periodic basis and are to be reviewed for appropriateness;
2. Cell phones shall be used only by the individual to whom it is issued and are restricted from personal use (both incoming and outgoing) except in the case of emergencies;
3. The loss or theft of a cell phone shall be reported immediately to the Business Office;
4. Cell phones may not be used while driving a vehicle unless the cell phone is operated using a hands-free device. If a hands-free device is not available, the vehicle must be stopped while communicating by cell phone;
5. Cell phones and any other District issued communication equipment are to be returned to the Business Manager at the conclusion of the school year, activity, or as otherwise specified.

Cell Phone Authorization

Cell phones/communication devices may be assigned or made available by the Superintendent and/or Business Manager when it is determined that:

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1. The assignment of a cell phone/communication device to the employee is a prudent use of District resources;
2. The employee's job responsibilities require the ability to communicate frequently, and access to a District or public telephone is not readily available;
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff, or others while on District property or engaged in District-sponsored activities.

Personal Use of District-Provided Communication Devices

Employees in possession of District equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return inspection. Employees are expected to provide the equipment in good working condition within a reasonable time or will bear the cost of a replacement.

Use of cell phones/communication devices in violation of Board policies, administrative regulations, and/or state/federal laws may result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

Disciplinary Consequences

Violation of Fairfield Public Schools' policy and/or regulation concerning the use of cell phones may lead to discipline up to and including the termination of employment consistent with state and federal law. An employee may face disciplinary action up to and including termination of employment if an employee transmits, without FPS's permission, confidential information to or from the employee's personal account. FPS may require that an employee provide the username, password, or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by FPS for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by FPS.

Nothing in this regulation or the accompanying policy shall prevent FPS from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements, or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account, or based on specific information about the transfer of confidential information to or from an employee's personal online account. During such investigation, FPS may require an employee to allow access to the personal online account for the purpose of conducting such investigation.

Adopted 8/27/2004

Revised and Adopted 5/9/2023