

Personnel

DISTRICT MOBILE DEVICE USE

The Board of Trustees recognizes that at times, it may be necessary for certain employees to conduct District-related business while away from their job sites or otherwise without access to the regular telephone system or computer workstation. To enhance the efficiency of operations, the Board has determined to provide a mobile device to designated employees for conducting District-related business. A mobile device may only be provided to employees upon supervisor approval. Mobile devices include cell phone, PDA, pocket PC, smart phone, or any other hand-held electronic device used for voice and/or data communication.

The Internal Revenue Service considers mobile devices "listed property" because they lend themselves easily to personal use. District provided devices should be used primarily as a means for conducting District business. In the event a District-owned device is used for personal use, to be able to exclude all use by an employee from taxable income, employees will reimburse the District for any personal calls made, and a pro rata share of the monthly charge.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of mobile devices. He/she also may establish guidelines and limits on the use of mobile devices. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with Board policy and administrative regulations.

(cf 4040 - Employee Use of Technology)

(cf 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use District-provided mobile devices. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

(cf 4112.9/4212.9/4312.9 - Employee Notifications)

Legal Reference:

EDUCATION CODE

35160-35160.1 Governing Board authority

35161 Governing Board powers delegation

TAX AND REVENUE CODE

IRC § 280F(d)(4)- Listed Property

Management Resources:

WEB SITES

IRS: Employee Cell Phones (Government Employers) <http://www.irs.gov>

Policy Adopted: 10/10/07

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California