



May 15, 2007

ADMINISTRATIVE MEMORANDUM NUMBER EIGHTY-ONE
CELLULAR TELEPHONE GUIDELINES

Cellular telephones allow for accessibility and communication that is required for many positions and situations.

A. Cell Phone Plan Options and Hardware

1. School principals and assistant principals, directors of district departments, assistant superintendents and the superintendent are authorized to be assigned a cell phone and account.
2. Assistant superintendents are responsible to develop recommendations for the superintendency regarding additional cell phones, accounts, plans and hardware options necessary for positions within their respective divisions.
3. The superintendency establishes plan options and authorizes plan changes for positions upon receipt of the recommendations of the assistant superintendent.
4. All requests for hardware purchase, accounts or connectivity to district servers shall be made of the assistant superintendent for recommendation to the superintendency at the assistant superintendent's discretion.
5. All approved plans and the cost of approved equipment beyond the basic phone will be charged to departments and schools but shall be ordered through Information Systems.
6. PDAs with operating systems which provide wireless access to student data may be purchased with superintendency approval.

B. Information Services Responsibilities

1. The Information Services Department is responsible to research and negotiate cell phone account and plan options in order to maximize e-rate and minimize expense to the district. The information regarding various plan options will be made available to the superintendency.

2. The Information Services Department is responsible to purchase cell phones and setup all cell phone accounts, to include different plan options. Schools and departments will be billed for the cost of hardware and accounts at the e-rate.
3. Hardware is purchased to support the plan options required by a position.

C. Cell Phone and Account Management

1. Shared family plans are not permitted.
2. Stipends or reimbursement for personal or business cell usage is not permitted.
3. All cell phone bills are paid by the Information Systems Department. Direct cell phone payments or accounts from schools or departments or reimbursements to individuals are prohibited.
4. Reasonable personal use of cell phones is permitted.
5. Employees are personally responsible, and will be billed, for cell phone use beyond plan limits.
6. Employees who use more minutes than allowed by a plan may discuss the plan and minutes with their supervisor and assistant superintendent. Personal use may not be used as a criterion for a plan change.

/s/

Dr. Stephen F. Ronnenkamp
Superintendent