

**DISTRICT-OWNED COMMUNICATIONS DEVICES
(REGULATION)**

In accordance with the policy of the board of education, the following regulations shall govern the use of cellular telephones and other approved wireless communications devices by students and staff.

1. Communications devices owned and issued by the school district may include, but not be limited to, cellular telephones, "Walkie-Talkies," personal digital assistants (PDAs), wireless laptop computers, CB radios either installed in vehicles or handheld, and pagers/beepers.
2. The use of approved communications devices will be carefully controlled by the Superintendent.
3. The communications devices will be kept in the office of the superintendent or his/her designee and may be checked out of the office by an activity sponsor or his/her adult designee.
4. It will be necessary for the sponsor or his/her adult designee to sign a checkout sheet upon receiving possession of a communications device and to sign in upon returning the communications device to the office of the superintendent or his/her designee.
5. Use of district-owned communications devices will be limited to school business use only and are not intended for personal use except in emergencies involving employee health or safety. When personal calls are made, arrangements must be made to reimburse the district for the extra cost, if any. Communications devices shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
6. The cost of school business use of approved communications devices will be borne by the Commerce School District.
7. The person responsible for checking out a communications device will be responsible for the security and safekeeping of that communications device, and exercise reasonable efforts to ensure that the communications device is not lost, stolen, or damaged. Reckless or irresponsible use of district-owned communications devices resulting in loss or damage may result in the employee/designee being held responsible for the associated costs of replacement or repair.
8. In no case will any communications device issued by the district provide for a wireless, unfiltered connection to the Internet or which has the capability to take photographs of any kind.
9. District-owned communications devices are to be surrendered to the district immediately upon request.