

**Staff Use of Mobile Phones and Other Data Devices**

**Code #522.72**

District-Issued Mobile Phone and/or Mobile Data Device

The Tri-County Area School District may issue a mobile phone or other data device to certain members of the District's staff if doing so is deemed to be in the District's best interests. All devices issued under this policy shall be subject to the following conditions:

1. The device is owned by and remains the District's property. As such, the device is subject to District monitoring, control policies, and rules. The device is not the personal property of the employee and the employee shall have no expectation of privacy in his/her use of the device. The District retains, at all times, the right to take possession of the device, monitor usage, and search its contents.
2. The employee must adhere, at all times, to all District policies, rules, and supervisory directives regarding appropriate use of District technology resources;
3. The employee must adhere to appropriate record-retention and confidentiality practices;
4. The device must be used primarily for District-related purposes;
5. Incidental personal use of the device, without an expectation of privacy, is permitted provided that such use does not interfere with or detract from the employee's duties and provided there are no additional costs to the District associated with such incidental personal use (e.g., roaming charges, data overages, or per message costs). In the event the District incurs any additional costs attributable to non-business use of the device, the employee shall reimburse the District for such costs.

Use of Personal Phone or Other Data Device for District Purposes

In lieu of providing a District-owned mobile phone or other data device to an employee, the District Administrator may approve reimbursement of certain costs for an employee's use of a personal phone or other data device for District purposes. Any such reimbursement must be arranged with the District Administrator in advance, and the amount of the reimbursement will be pursuant to administrative guidelines. In all such cases:

1. There shall be a substantial business justification for the reimbursement arrangement other than compensation to the employee;
2. The reimbursement amount must be reasonably calculated so as to be equal to or less than the smaller of the following amounts:
  - a. The reasonable cost of a plan that would be sufficient to meet the business-related needs for which reimbursement is being approved; or
  - b. The expenses the employee actually incurred in maintaining the device for the relevant time period;
3. The employee must adhere to appropriate confidentiality and record retention practices; and
4. In any situation where the use of a personal device for District business is approved, the employee and the District Administrator shall discuss and make arrangements to address concerns with appropriate records management. Because of the difficulties associated with both confidentiality and records management in these situations, such arrangements are strongly discouraged except where the District electronic mail system is able to be directly accessed through the employee's personal device.

Prior Approval:	N/A
Attorney Review:	March, 2016.
1st Reading	March 29, 2016
2nd Reading	April 27, 2016