

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: PROPERTY
TITLE: Cellular Telephones

FIRST READING: November 10, 2008
SECOND READING: November 24, 2008
ADOPTED: November 24, 2008
REVISED:

- I. **Purpose** The Board recognizes that the use of cellular telephones by District employees may be appropriate and necessary to provide for the effective and efficient operation of the District. In addition, the use of cellular telephones can help to ensure the safety and security of District property, staff, students and others while on District property or engaged in District-sponsored activities.

- II. **Authority** The Board authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the District shall be used for authorized District business purposes. Occasional and limited personal use is permitted but it must be responsible and clearly incidental to business use.

- III. **Guidelines** Expenses incurred for personal use of District-provided cellular telephones shall be reimbursed to the District by the employee.

Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.

- IV. **Delegation of Responsibility**

The Superintendent or his/her designee shall determine which employees receive District-provided cellular telephones for business purposes.

The Business Administrator or his/her designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.

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ADMINISTRATIVE GUIDELINES

Responsibility

- 1) The Board is responsible for establishment of policies in conformance with state laws.
- 2) The Superintendent or his/her designee is responsible for implementing policies.
- 3) The Business Administrator or his/her designee, in collaboration with the Director of Technology or his/her designee, is responsible for establishing administrative regulations for cell phones.
- 4) The Director of Technology or his/her designee is responsible for applying for ERate reimbursement for cell phones.
- 5) The Business Administrator or his/her designee is responsible for establishing procurement procedures for cell phones and securing competitive bid pricing for services.
- 6) The Principal or Administrator with Budgetary Authority is responsible for working with staff in implementing policies and regulations and administering cell phone procedures. The Principal or Administrator with Budgetary Authority or his/her designee shall be responsible for maintaining appropriate cell phone records.
- 7) The Business Administrator or his/her designee is responsible for prescribing appropriate accounting procedures.
- 8) The Business Administrator or his/her designee is responsible for internal auditing of cell phone invoices.
- 9) Cell phone users are responsible for following Board policy and carrying out administrative regulations.

General Guidelines

- 1) The administration will assign use of phones based on telecommunication priority of needs and availability.
- 2) All users issued a District cell phone must sign a District cell phone user agreement form.
- 3) District cell phones are intended for official use. While occasional and limited personal use is permitted, it must be responsible and clearly incidental to business use. Employees must reimburse the District for any costs associated with personal use.

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- 4) There are two general levels of mobile/cellular telephone usage; those who primarily use the direct connect functionality with minimal external communications and those who have a need for significant external communication.
- 5) The District will not reimburse personal cell phone bills for District-related business calls, except for extraordinary or emergency circumstances. Extraordinary or emergency circumstances should be rare, and under no circumstances routine and systematic.
- 6) Phone users will be held liable for non-work related calls and must reimburse the District for any costs associated with personal use.
- 7) Only cell phones and services outlined in the District's cell phone contract(s) will be permitted.
- 8) Cell phone users shall not "loan" or otherwise make available their cell phone to non-District personnel.
- 9) Cell phone users are responsible for all calls on their respective phones.
- 10) Each assigned user will be allotted 300 minutes of usage per month. This includes both incoming and outgoing phone calls but does not apply to radio "push-to-talk" usage. The user will be responsible for cost of calls in excess of the allotment at the rate of 25 cents per minute. In accordance with guidelines, users shall reimburse the District for these charges within three weeks of receipt of the bill. Exceptions to the chargeback will be made for documented extraordinary business use of the phone.
- 11) Cell phone users considered to be a significant external communication user, as determined by the Business Administrator or his/her designee, will share one additional block of 300 minutes of usage per month for a \$2.00 monthly fee. The user will be responsible for calls beyond the additional allocation at the rate of 25 cents per minute.
- 12) Administrative employees may upgrade to a voice/data plan prepaid through payroll deduction.

Cycle Review Procedures

- 1) The following cycle review procedures shall be effective at the outset of District-wide contracts for cell phone service.
- 2) Cell phone user
 - a) The user must review their monthly invoice to ensure that all calls were initiated and placed for School District business.
 - b) The user will sign the monthly statement to acknowledge compliance with the District's cell phone policy.
 - c) Invoices must be maintained in the department files.
 - d) The Principal or Administrator with Budgetary Authority should be notified IMMEDIATELY if there are any exceptions or discrepancies.
- 3) Principal or Administrator with Budgetary Authority
 - a) The Principal or Administrator with Budgetary Authority should sign the monthly invoices for all department or school employees to acknowledge compliance with the District's cell phone policy, as well as approval of expenditures.
 - b) Principals and Administrators with Budgetary Authority are responsible for maintaining documentation for cell phone usage at their site.

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Documentation shall include invoices organized by month and user.

- 4) The Business Administrator or his/her designee shall review the District-wide monthly statement for compliance with administrative regulations for cell phones.
- 5) The Business Administrator or his/her designee shall review the District-wide monthly statement for compliance with procurement procedures for cell phones.
- 6) The Business Administrator or his/her designee shall review the District-wide monthly statement for compliance with accounting procedures for cell phones, and shall process the monthly statement for payment upon authorization.

Audit Procedures

1) Internal audits are performed by the Business Office and are an in-depth examination of the financial procedures utilized by the School District. The Business Administrator evaluates the internal controls and bases his/her audit procedures on his/her assessment of the adequacy of these controls. The system of internal controls shall be reasonably adequate to safeguard the assets of the District. Financial transactions will be examined to determine that they are in accordance with Board policy, established procedures, laws and regulations. Internal audits are important to assure that the controls in place are being followed and to provide assurance that the risk of fraud is significantly reduced. Internal audits are also mandated by the School Code.

- a) The Business Administrator or his/her designee shall audit the District-wide monthly statement for compliance with administrative and accounting procedures. This audit shall include examination on a test basis of cell phone transactions.
- 2) External audits
- a) External audits must be performed according to Section 2401 of the School Code. External audits are an examination of the financial statements and the expression of an opinion as to whether the financial statements present fairly the financial position of the District in accordance with generally accepted accounting principles. The Single Audit must be performed by certified public accountants.
 - b) Periodically, the Bureau of School Audits, Department of the Auditor General, conducts audits of school district funds for each school year. These audits are performed to determine compliance with state laws and regulations and with the District's own policies. The Auditor General may cite districts for improper procedures and inform the Board of School Directors and the Pennsylvania Department of Education of appropriate corrective action.

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WISSAHICKON SCHOOL DISTRICT
CELLULAR TELEPHONE USAGE AGREEMENT

Your signature below verifies that you have read and understand the Cell Phone Policy and the guidelines, procedures and responsibilities outlined below and agree to comply with them.

Guidelines

- 1) Cell phone users are responsible for following Board policy and carrying out administrative procedures.
- 2) All users issued a District Cell phone must sign a District cell phone user agreement form.
- 3) District cell phones are intended for official use. While occasional and limited personal use is permitted, it must be responsible and clearly incidental to business use. Employees must reimburse the District for any costs associated with personal use.
- 4) The District will not reimburse personal cell phone bills for District-related business calls, except for extraordinary or emergency circumstances. Extraordinary or emergency circumstances should be rare, and under no circumstances routine and systematic.
- 5) Phone users will be held liable for non-work related calls and must reimburse the District for any costs associated with personal use.
- 6) Only cell phones and services outlined in the District cell phone contract(s) will be permitted.
- 7) Cell phone users shall not “loan” or otherwise make available their cell phone to non-District personnel.
- 8) Cell phone users are responsible for all calls on their respective phones.
- 9) ***Cell phones should not be used when a District land line is available nearby, except when 2-way functionality is more efficient, effective and cost neutral.***
- 10) Cell phone users shall limit calls to no more than 8 minutes. Calls over the 8-minute limit shall be documented and justification will be required.

Review Procedures

- a) The cell phone user must review their monthly invoice to ensure that all calls were initiated and placed for School District business.
- b) The cell phone user will sign the monthly statement to acknowledge compliance with the District’s cell phone policy.
- c) Invoices must be maintained in the department files/school files.
- d) The Principal or Administrator with Budgetary Authority should be notified IMMEDIATELY if there are any exceptions or discrepancies.

User Responsibilities

- 1) Improper use of the cell phone can be considered misappropriation of District funds which may result in disciplinary action, up to and including termination.
- 2) A cell phone user must surrender the cell phone upon termination of employment (i.e. retirement or voluntary/involuntary termination) or upon re-assignment to another school / department. At this point, no further use of the cell phone is authorized.

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Cell Phone User: _____ Date:

(signature)

Principal/Administrator: _____ Date:

(signature)

Default Budget Account Line: _____

Loc. Dept. Fund Func. Obj.

