

**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 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 approved use of telecommunications devices will be carefully controlled.
- 3.** Communication equipment that is owned by the district and uses an airtime plan that is paid for by the district will be used for school business purposes only and are not to be used for personal use except in emergencies involving employee health or safety. Personal telephone calls are prohibited.
- 4.** The cost of school business use of approved communication devices will be borne by the Holdenville School District.
- 5.** The person responsible for checking out a communication device will be responsible for the security and safekeeping of that communications device and will exercise reasonable efforts to ensure that the telecommunications 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.

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- 6.** In no case will any communications device issued by the district provide for a wireless, unfiltered connection to the Internet unless approval is obtained from the administration.
- 7.** District-owned communications devices are to be surrendered to the district immediately upon request.
- 8.** Use of any device is prohibited by anyone who is transporting students or staff members.

Revised 4-11-2011