



## SCHOOL DISTRICT OF PHILADELPHIA MOBILE COMMUNICATIONS DEVICE POLICY

**Date Adopted: March 19, 2008**

### 1. *Purpose*

The School District of Philadelphia (“School District”) may, in its sole discretion, provide Mobile Communications Devices to certain employees for the express purpose of enhancing the safety, security, and operational efficiency of administrative and school-based operations. The purpose of this policy is to establish general guidelines for the issuance and utilization of Mobile Communications Devices by officials and staff within the School District.

### 2. *Definition*

A Mobile Communications Device shall mean any portable wireless telecommunications equipment that is provided by the School District and utilized for the transmission and/or reception of voice, video, or computer data. Such devices include, but shall not be limited to: cellular or mobile telephones, pagers, two-way radios, wireless modems, and portable Internet appliances.

### 3. *Delegation of Responsibility*

The Chief Executive Officer shall designate an official to administer the implementation of all Mobile Communications Devices within the School District. The appropriate Chief administrator, i.e., Chief Executive Officer, Chief Academic Officer, Chief Operating Officer, Chief Financial Officer, General Counsel and Chief of Staff and/or Executive Director of the School Reform Commission, shall further designate an official to administer the issuance of Mobile Communications Devices within their respective divisions subject to the following guidelines, which shall be made known to all appropriate officers, directors, managers and other personnel.

### 4. *Guidelines*

14. Mobile Communications Devices shall be used for the sole and express purpose of conducting official business and maintaining operations of the School District. Personal, excessive, or commercial use of a Mobile Communications Device is strictly prohibited and will result in appropriate disciplinary action.
15. An employee may be issued a Mobile Communications Device for the performance of job-related duties and responsibilities **ONLY** if:
  - a. Employee is in an active full-time position, *provided however*, that secretarial or other support staff are not eligible for issuance of a device; **and**

- b. Employee is required to perform the majority of his/her duties away from his/her primary work location; **or**
  - c. Employee has a frequent and regular need for immediate communication for either emergency communication purposes or for productivity enhancement.
16. The Chief Executive Officer, Chief Academic Officer, Chief Operating Officer, Chief Financial Officer, General Counsel and Chief of Staff and/or Executive Director of the School Reform Commission are authorized to use the limited budgetary funds allocated to their respective divisions to provide Mobile Communications Devices to employees who, in their judgment, require a Mobile Communications Device and satisfy the guidelines contained herein. Requests for the consideration of the issuance of Mobile Communications Devices must be submitted directly to the official that has been designated by the Chief Executive Officer to administer the implementation of all Mobile Communications Devices within the School District.
17. Persons not directly employed by the School District including, but not limited to, students, volunteers, and consultants, or employees who are retired, on extended leave, or hired on a per diem basis shall not be eligible for the issuance or retention of a Mobile Communications Device.
18. Mobile Communications Devices may not be used for routine and regular communication or when an equivalent, more cost-effective means of communication is available, unless necessary for safety or emergency purposes.
19. Use of Mobile Communications Devices is subject to management review, monitoring and auditing by the School District.
20. All employees issued a Mobile Communications Device are required to surrender the device(s) upon termination of employment with the School District, after a reassignment of job duties or immediately upon request at any time by an official of the School District.
21. Audits may be performed on the usage and internal controls of Mobile Communications Devices subject to Section 2401 of the Public School Code.
22. The official designated by the Chief Executive Officer to administer the implementation of all Mobile Communications Devices within the School District shall:
- a. Maintain direct oversight of the inventory of equipment, service contracts, rate plans, and internal controls for all Mobile Communications Devices;
  - b. Develop, keep current, and fully enforce a written specification of *Administrative Guidelines* setting forth detailed processes and parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all Mobile Communications Devices;
  - c. Ensure compliance with regulatory policies and procedures as applicable; and
  - d. Evaluate the effectiveness of the use of Mobile Communications Devices and prepare necessary reports for the School Reform Commission, the Chief Executive Officer or the Chief Financial Officer as requested.

- e. Review, coordinate and provide to the School District's Financial Accountability Unit, as necessary, any and all requests for exemptions or waivers to this policy or the guidelines contained herein for further review, consideration and processing.
23. The use of a Mobile Communications Device while operating a school bus or other motorized vehicle that is either owned and/or provided by the School District, is strictly prohibited, unless necessary for safety or emergency purposes.
24. Employees are required to complete and sign the *Mobile Communications Device User Agreement* prior to receiving a Mobile Communications Device.
25. Non-compliance with any policies or procedures regarding Mobile Communications Devices issued by the School District will result in appropriate disciplinary action and/or reimbursement of associated costs.

#### 5. *Financial Responsibilities*

1. An employee issued a Mobile Communications Device shall be financially responsible for lost, stolen, or damaged equipment, as well as any and all personal or unauthorized usage of services in conjunction with the device.
2. An employee shall not be reimbursed for use of a personal telephone or telecommunications services unless specifically authorized in advance of such usage by the Chief Executive Officer, Chief Financial Officer or Chief of Staff and/or Executive Director of the School Reform Commission.
3. Use of School District petty cash funds for any telephone or other telecommunications charges is strictly prohibited in order to ensure proper tracking of expenditures.