

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: PROPERTY

TITLE: MOBILE COMMUNICATIONS  
DEVICES

ADOPTED: August 21, 2014

REVISED:

717. MOBILE COMMUNICATIONS DEVICES	
1. Purpose	<p>The School District of Philadelphia 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, staff and other authorized persons within the school district.</p>
2. Definition	<p>A <b>mobile communications device</b> shall mean any portable wireless telecommunications equipment that is provided by the 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.</p>
3. Delegation of Responsibility	<p>The Superintendent shall designate a district official to administer the implementation of all mobile communications devices within the district. The appropriate Chief administrator, i.e., the Superintendent and those senior administrators reporting directly to the Superintendent, in addition to the General Counsel and Chief of Staff 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 district personnel.</p> <p>The official designated by the Superintendent to administer the implementation of all mobile communications devices within the district shall:</p> <ol style="list-style-type: none"> <li>1. Maintain direct oversight of the inventory of equipment, service contracts, rate plans, and internal controls for all mobile communications devices.</li> <li>2. Develop, keep current, and fully enforce a written specification of administrative procedures setting forth detailed processes and parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all mobile communications devices.</li> </ol>

<p>4. Guidelines Pol. 317, 624, 815</p>	<p>3. Ensure compliance with applicable regulatory policies and procedures.</p> <p>4. Evaluate the effectiveness of the use of mobile communications devices and prepare necessary reports for the School Reform Commission, the Superintendent or the Chief Finance Officer as requested.</p> <p>The Superintendent and Chief Information Officer shall by mutual agreement, be permitted to except any provision contained within this policy provided that such exception is deemed a critical operational necessity.</p> <p>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.</p> <p>An employee may be issued a mobile communications device for the performance of job-related duties and responsibilities only if the employee:</p> <ol style="list-style-type: none"><li>1. Is in an active full-time position, provided however, that secretarial or other office support staff are not eligible for issuance of a device; and</li><li>2. Is required to perform the majority of his/her duties away from his/her primary work location; or</li><li>3. Has a frequent and regular need for immediate communication for either emergency communication purposes or for productivity enhancement.</li></ol> <p>The Superintendent and Chief administrators 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 Superintendent to administer the implementation of all mobile communications devices within the district.</p> <p>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.</p> <p>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.</p>
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<p>SC 2401 Pol. 619</p> <p>75 Pa. C.S.A. Sec. 3316</p> <p>Pol. 317, 815</p> <p>Pol. 617</p>	<p>Use of mobile communications devices is subject to management review, monitoring and auditing by the district.</p> <p>All employees issued a mobile communications device are required to surrender the device(s) upon termination of employment with the district, after a reassignment of job duties or immediately upon request at any time by an official of the district.</p> <p>Audits may be performed on the usage and internal controls of mobile communications devices subject to the Public School Code and SRC policy.</p> <p>The use of a mobile communications device while operating a school bus or other motorized vehicle is strictly prohibited, unless necessary for safety or emergency purposes and in accordance with applicable laws.</p> <p>All mobile communications devices shall be acquired in strict accordance with this policy. An administrative office or school shall not be permitted to purchase or contract directly for the acquisition of a mobile communications device or related service.</p> <p>Failure to comply with any SRC policies or administrative procedures regarding mobile communications devices issued by the district shall result in appropriate disciplinary action and/or reimbursement of associated costs.</p> <p><u>Financial Responsibilities</u></p> <p>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.</p> <p>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 Superintendent, Chief Finance Officer or Chief of Staff of the School Reform Commission.</p> <p>To ensure proper tracking of district expenditures, the use of district petty cash funds for any telephone or other telecommunications charge is strictly prohibited.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 696, 2401</p> <p>Texting While Driving – 75 Pa. C.S.A. Sec. 3316</p> <p>School Reform Commission Policy – 317, 617, 619, 624, 815</p>
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