

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 717

Section: 700 Property

Title: District-Issued Mobile
Communications Devices

Adopted: August 21, 2014

Revised: June 29, 2023

717 DISTRICT-ISSUED MOBILE COMMUNICATIONS DEVICES

Purpose

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 of Philadelphia (“District”).

Definitions

Mobile communications device: Any portable wireless telecommunications equipment that is provided by the District to officials, staff, and other authorized persons and utilized for the transmission and/or reception of voice, photographs, video, or computer data. Such devices include, but shall not be limited to, cellular or mobile telephones, wireless modems, and portable Internet appliances.

Authority

The Pennsylvania Public School Code permits the Board of Education (“Board”) to adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the provision of mobile communications devices to officials, staff, and other authorized personnel for the express purpose of enhancing the safety, security, and operational efficiency of administrative and school-based operations.[1]

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of Information Technology and Data Management, to develop Administrative Procedures that outline the District’s management and oversight of District-issued mobile communications devices.

The Office of Information Technology and Data Management shall maintain direct oversight of the inventory of equipment, service contracts, rate plans, and internal controls for all mobile communications devices.

Mandatory Regulatory Procedures

Mobile communications devices shall be used for the sole and express purpose of conducting official business and maintaining operations of the District. Personal, unauthorized, excessive, or commercial use of a mobile communications device is strictly prohibited and will result in appropriate disciplinary action. Individuals issued mobile communications devices are expected to use reasonable care to prevent the loss, theft, damage and/or unauthorized use of mobile communication devices. [1][2]

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 without the express involvement and consent of the Office of Information Technology and Data Management.

To track District expenditures, the use of a District Administrative Activity Fund for any mobile communications device or telecommunications charge is strictly prohibited.

Legal References:

1. 24 P.S. § 5-510
2. Policy 317 - Employee Conduct and Reporting Requirements

Related Information:

[Administrative Procedures for District-Issued Mobile Communications Devices](#)