

**OLYMPIC ESD 114 BOARD POLICY  
ELECTRONIC RESOURCES/CELLULAR PHONES**

**POLICY 6250**

DEFINITION: Electronic resources (aka e-resources) are any information provided in an electronic or digital format that is accessed on an electronic device such as a cell phone, computer, etc. Examples of electronic resources are electronic books/journals, online databases, Adobe Acrobat documents, Web pages, email, internet, video conferencing, and other communications that require computer access, whether through a personal computer, mainframe, or handheld mobile device.

Use of Olympic Educational Service District 114 (OESD) electronic resources shall be limited to the conduct of official OESD business. OESD employees will use electronic resources in a responsible, ethical, and informed manner.

The Board of Directors (Board) recognizes some OESD employees may require cell phone access in order to provide the level of support and service required by their job responsibilities and duties. OESD shall not own cell phones with contracts for the use of individual employees except in limited situations. Employees who hold positions that require a cell phone may receive a cell phone allowance to compensate for business-related costs incurred when using their individually-owned cell phones.

The OESD Superintendent shall develop procedures to determine which OESD positions require cell phones and the reimbursement process for use of personal cell phones for OESD business. The procedures shall include the process for authorizing the purchase of OESD-owned cell phones where it is appropriate for business operations.

**Legal Reference:**

Internal Revenue Service Publication 15-B  
WAC 292-110-010

Date Adopted: May 21, 2009

Renumbered: March 2013, From 4001

Renumbered: January 21, 2016, From 3520

Revised: April 27, 2017

Renamed and Renumbered: November 14, 2019, from 6002