

# **OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE ELECTRONIC RESOURCES/CELLULAR PHONES**

**6250P**

Olympic Educational Service District 114 (OESD) provides a wide range of electronic resources to its staff for the purpose of advancing the educational mission of OESD. OESD's electronic resources administrative procedures are intended to outline expected behaviors for appropriate use of agency provided electronics resources including cell by OESD staff.

## **CELL PHONES**

OESD may provide authorized employees with a monetary allowance that can be used to purchase cell phones and related service contracts needed for OESD business purposes. Selected employees may be issued an OESD provided cell phone. Employees are reminded that official OESD communications made using personal mobile devices are not private. Email files, text messages, voice messages and other files can be retrieved after they are deleted. Supervisors may have access or require access to such files. The public may obtain access to such files through public disclosure laws, procedures or subpoena.

### **Cautions to Use of Cell Phones**

In accordance with Washington state law, employees are prohibited from using cell phones while operating a motor vehicle unless they use a "hands-free" device and do not hold the phone while driving. Employees are encouraged to use "hands-free" devices in limited situations and not for prolonged conversation while driving.

Cell phone transmissions are not secure and employees should use discretion in relaying confidential and sensitive information.

### **PROCEDURES FOR EMPLOYEE OWNED CELL PHONE ALLOWANCE**

Employees who are required to use a cell phone for business purposes may be authorized by their supervisor to receive a monthly cash allowance to purchase service from a provider of their choice.

### **Establishing the Need for Cell Phone Service**

The amount of the cell phone allowance depends upon criteria established by the OESD taking into consideration both the number of minutes and data needed for OESD business use only and expectation of use.

The following basic criteria may establish the need for a cell phone:

1. A requirement to travel frequently on OESD business,
2. Large amounts of time spent away from the office,
3. A need for others to be in constant communication with the individual,
4. A need for the individual to be able to communicate with the OESD or school districts at all times while traveling, and/or
5. Personal safety concerns for individuals while traveling, working evening hours, or working in isolated areas.

## **PROCEDURES FOR OESD-OWNED CELL PHONES**

While acquisition of cell phones by OESD will be limited, it is recognized that there may be a need to maintain some OESD owned cell phones for specific reasons. Such cell phones are to be acquired following the OESD's purchasing policies and procedures and shall conform to the standards prescribed.

The following factors shall be considered in all ESD cell phone acquisitions:

1. Cell phone usage costs compared to alternative communication costs.
2. Level of employee need and usage.
3. Grant funding.
4. Departmental authorization of employee use.

Cell phones owned by and provided by OESD are intended to be solely used for OESD business. Reasonable precautions should be made to protect cell equipment from loss, vandalism, and theft. Employees may be responsible for the replacement of lost or stolen equipment. Assigned cell phones are to be returned to the employee's supervisor upon termination of employment. Failure to follow policy and guidelines may cause revocation of cell phone use privileges

### **Cross Reference:**

OESD Policy and Procedure 5006 Employee Conduct and Civility

Renumbered: March, 2013, From 4001P

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