

## TELECOMMUNICATIONS USE

### I. Purpose

To define the conditions of appropriate use of telecommunications systems, including cell phones and wireless devices for Alexandria City Public Schools employees and to establish approval processes for this equipment.

### II. Telephones and Telephone Lines

Telephone lines and telephones are installed in every office and classroom in ACPS facilities.

A. School system telephones should be used for school system business purposes. Requests for repairs of existing telecommunications systems, additional telephones or telephone lines or for relocation of existing telephones and telephone lines shall be made to the Technology Services Department by submitting a request via Helpdesk. Long distance is available from every phone.

~~B. Requests for repairs of existing telecommunications systems, additional telephones or telephone lines or for relocation of existing telephones and telephone lines shall be made to the Technology Services Department by submitting a request via Helpdesk.~~

~~C. Long distance is available from every phone. Access codes are required to dial long distance from all ACPS telephones. The principal or department head is responsible for assigning access codes to persons approved to make long distance calls for school business. The principal or department head is responsible for reviewing monthly telephone reports for accuracy and to ensure that only school related long distance calls are being made.~~

~~B. D.~~ Any ACPS employee or contractor making long distance personal calls may be held responsible for the charges and will reimburse ACPS by check or money order.

### III. Cell Phone/Wireless Use and Authorization

A. Cell phones may be issued to ACPS employees when the need for wireless communication is directly related to the employee's specific job responsibilities. These responsibilities may include:

- serving in a position that requires immediate and/or ongoing accessibility,
- coordinating an emergency response and/or communications,
- responding to after-hours requests,
- maintaining contact with staff from remote locations,
- working at remote sites around the district, and

- providing 24/7 support for operations, communications, and security and for those employee requiring access outside of the office
- B. All cell phones and wireless devices must be purchased through centrally - authorized contracts that have been established to minimize fees and charges through prearranged contract rates, pooling of minutes, and other terms of agreement.

~~Reviewed and Agreed (signature) \_\_\_\_\_ Date of Signature~~

- C. Smart phones and wireless devices may be appropriate for employees requiring voice, email and data access outside of the office.
- D. Broadband Internet access cards may be appropriate when network and/or Internet connectivity is required on a laptop outside of Wi-Fi range or when the network is down.

#### IV. Purchase and ~~funding~~Funding

All principals, assistant/associate and academy principals, building engineers, department heads and ~~senior executive~~ staff will be provided with cell phones or wireless devices funded out of the central telephone account. The process for procuring such wireless services and devices and requisite budget requirements for non-principal and senior staff members is outlined below. At their option, members of senior staff and principals may purchase wireless device accessories on their own. Request forms for new cellular phones or wireless devices should be made to the Technology Services Department.

A. Requests for cell phones or wireless devices for staff members NOT covered by this policy must be initiated by securing written approval on the Request for Cell Phone Use Form from the respective Principal or Department Head. Requests should be forwarded to the Technology Services Department with a brief justification for this use, and an agreement to cover one-time and ongoing costs associated with providing the service.

~~B. If approved, the requestor will be asked to furnish a completed Budget Transfer Form authorizing the permanent transfer of funds from the designated account to a central telephone account. The specific amount of the funds transfer shall be based on estimated costs associated with use of the wireless service for the duration of the fiscal year.~~

~~C. It is the responsibility of the user to provide the completed Budget Transfer Form to Financial Services Department in a timely manner. Failure to do so may result in termination of service.~~

~~D.~~B. The Technology Services Department will be responsible for paying all cellular/wireless bills to service providers. Users are not to exceed their monthly plan

minutes ~~currently set at 300 anytime minutes~~ for both ~~for~~ cell phones and wireless devices.

E.C. The Technology Services Department will monitor monthly billing invoices and issue reports to users that exceed their allowed monthly plan minutes, or that show repeated use of directory assistance, text messaging, long distance and international calls. Unless justified by the user, excessive use will be cause for service termination. Users will pay for extra and overage charges. If the overage is work related, the user may appeal the payment of the excess costs.

Reviewed and Agreed (signature) \_\_\_\_\_ Date of Signature

~~F. Cell phones and wireless devices are issued for ACPS business only, and in accordance with IRS Code Section 280F(d)(4)(A), may not be used for personal use. The Financial Services Department will audit selected bills on a random basis to insure that the use of cell phones and wireless devices is for business use only. ACPS employees will be held responsible for any charges determined to be for personal use.~~

G.D. The use of ACPS-issued cell phones and wireless communication devices while driving or operating a motor vehicle is prohibited at all times.

H.E. Upon loss of cell phone or wireless device, it is the responsibility of the user to immediately contact the Technology Services Department so that provisions can be made to reduce and/or eliminate financial loss and reduce the impact of lost proprietary/confidential information posing a security risk to ACPS. The user shall reimburse the school system for equipment replacement costs for lost or damaged cell phone or wireless devices within 30 days of the notification. If the device is subsequently found, there will be no refunds.

I.F. Users are encouraged to “password protect” all wireless devices to prevent unauthorized use and reduce information security risk.

J.G. Wireless devices that are not used for a period of six months may be suspended.

Reviewed and Agreed (signature) \_\_\_\_\_ Date of Signature

Established: September 1, 2009

Revised:

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70.2, 22.1-78.

<u>Cross Refs:</u>	<u>GAB/IIBEA</u>	<u>Responsible Computer System Use</u>
	<u>GAB-R/IIBEA-R</u>	<u>ACPS Employee Responsible Use Policy Agreement for</u>
		<u>Computer Systems</u>
	<u>GAC</u>	<u>Employee Use of Social Media</u>
	<u>GAC-R</u>	<u>ACPS Social Media Regulations</u>

REQUEST FOR USE OF A SCHOOL BOARD CELL PHONE

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Title: \_\_\_\_\_ Work location: \_\_\_\_\_

Request for Cell Phone: \_\_\_\_\_ Wireless device: \_\_\_\_\_

Nature of school division business generating the request for use of cell phone/wireless device:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~I agree to provide a Budget Transfer Form for the funds for the purchase of the wireless communications equipment, and for the monthly costs of the wireless service.~~

I have read and understand the Telecommunications Use Regulations and understand that failure to comply with any part of the regulations shall be considered cause for disciplinary actions as deemed appropriate by the Superintendent. I certify that all information provided is correct and accurate.

Requestor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

~~Deputy Superintendent~~ Chief Technology Officer

~~TELECOMMUNICATIONS USE AGREEMENT ATTACHED~~