

Employee Cell Phone/Electronic Communication Device Agreement

The undersigned employee agrees to the following terms and conditions related to acceptance of a regular petty cash reimbursement of costs for District use and access to the employee's personal cell phone or electronic communication device ("device"):

Reimbursement Program: I accept the District standard monthly reimbursement for use of my personal device for the conduct of District business. During work hours I will make my cell phone number available to others in the District to the extent directed by my supervisor and will also maintain such after-hours connectivity as my job duties require. I will be fully responsible for selection of my cell phone provider and for payment of my device costs. I understand that communications related to my job duties or District operations may be considered public records and may be open to public inspection. I understand that I will receive reimbursement on a monthly basis for the prior months use.

I agree to be fully considerate of others while using my device. I will turn off my device or set it for an inaudible alert during meetings and class time to avoid any disruption. I will not use my device for any illegal, immoral or unethical activity that would reflect negatively on me or the District. If the device has internet connectivity, I will not use it during the work day/times to access social networking sites or websites that are inappropriate for viewing by children or to send or receive personal email communications. I will not use the device to send or receive text messages from students or to create audio or video recordings or photograph students or other staff members without the express written consent of the parents and students or staff members.

I agree that the contractual relationship for the use of the cell phone/electronic communication device is between me and the service provider of my choice. I agree to indemnify and hold harmless the District from any claims, causes of action or costs that may arise from this contractual relationship.

Employees shall have no expectation of privacy for use of personal electronic devices for work-related functions whether during or after work hours.

For matters that are not work related, the District reserves the right to search, monitor, inspect, copy, and review data stored on or accessed through personal electronic devices based upon reasonable suspicion of activity or data that may be illegal, inappropriate or contrary to District policy.

Signature: _____ Date: _____

Printed Name: _____ Employee ID# _____

Start Date: _____

This position is scheduled to work: ___ 12mos. ___ 11mos. ___ 10mos. ___ 9mos.

Department(s) _____

Dept.	Fund	Location	SRE	Program	Job Class	Grant	Project

Monthly Amount: \$40.00

Approved By: _____

Note: The employee and the school or department will retain a signed copy of this agreement. If an employee transfers to a new department/school he/she will have to submit a new Agreement form from that department/school if cell phone is required.