



DISTRICT SCHOOL BOARD OF PASCO COUNTY CELLULAR TELEPHONE USE GUIDELINES

Use of District School Board of Pasco County provided cellular telephones is to be in a responsible, efficient, ethical, and legal manner. The following guidelines have been established for all users of District provided cellular telephones. Failure to adhere to these guidelines may result in the loss of access to cellular telephones and/or other disciplinary action.

Cellular Telephone Use

Acceptable uses are:

- all activities which support the mission, vision, and curriculum of the District School Board of Pasco County;
- all activities which are related to employee job functions.

Unacceptable uses include, but are not limited to:

- using the cellular telephone for non-District related, personal, or non-approved advertising or solicitation matters;
- using or communicating with others who are using impolite, abusive, or objectionable language;
- using the cellular telephone in ways that violate federal, state, or local laws;
- using the cellular telephone in ways that violate School Board Policies or District procedures;
- using the cellular telephone for commercial or financial gain;
- falsifying one's identity to others while using the cellular telephone.

Cellular Telephone Management

- Appropriate use of the cellular telephone is the responsibility of the user, and monitoring of cellular telephone use is the responsibility of each site supervisor.
- The user signs monthly cellular telephone statements verifying accuracy and compliance with the Cellular Telephone Use Guidelines. Employees who inadvertently make personal calls, as displayed on the monthly cellular telephone statement, shall reimburse the District by sending a personal check to the Central Cashier in the Finance Department.
- The user shall reimburse the District for the replacement of a lost cellular telephone.

Public Information/Privacy

- Cellular telephone communications should never be considered private; therefore, employees shall have no expectation of privacy regarding the use of cellular telephones. The District School Board of Pasco County is subject to Florida Statutes regarding public information access. As such, most electronic messages, including cellular telephone transmission billing information, are a matter of public record.

Employee Signature

Print Name

Cost Center

Date

**DISTRICT SCHOOL BOARD OF PASCO COUNTY
CELLULAR TELEPHONE USE GUIDELINES**

Failure to sign this agreement does not relieve the employee from complying with the guidelines.