

# Colorado Springs School District 11



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## Management Directive from the Superintendent

**Date:** August 1, 2017

**Subject:** Management Directive – Cellular Phone Management

**Management Directive #:** MD-G6

### **Purpose:**

To provide District 11 staff with guidelines for the acceptable use of district assigned cellular phones and mobile devices that require vendor provided wireless services. Guidelines are also provided to ensure staff safety and legal compliance with applicable local and national laws.

### **Directive:**

District 11 cellular phones and mobile devices are issued for use by staff based on job requirements. The employee is financially responsible for any damage to or loss of the equipment. All equipment must be returned upon termination of employment with School District 11.

To ensure that the best service and equipment rates are contracted when using district funds, contact the Telecommunications Department before purchasing new equipment, starting, ending, or changing service plans:

- District 11 utilizes a government contract with a wireless carrier for all wireless services, cellular phones, and mobile devices, which includes equipment warranties and upgrades.
- Requests for new or upgraded equipment must be submitted via email to the Telecommunications Department by staff with location budget authority.
- Service plans will be selected based on the position requirements.
- All associated costs will be charged back to department budgets.
- Internet access may be filtered and other restrictions may be applied based on District 11 requirements.
- Cellular phone plans may not include chargeable games, ringtone downloads, or other non-business related features.
- All usage will be monitored and may be restricted or charged back to the employee if it is determined usage is excessive or causes an increase in the monthly service charges.
- Staff are required to remove all lock codes on the phone before they leave the District.
- As a part of the Human Resources Department's exit checklist (<http://d11.org/HR/Manager%20Resources/Exit%20Checklist.pdf>), departments are responsible for ensuring cellular phones plans are cancelled and unlocked devices collected/returned to the Telecommunications Department when staff terminate.

The purpose of a management directive is to provide authoritative direction beyond the scope of board policy and regulation. All district employees are required to comply with management directives for the benefit of District 11 students, staff, and stakeholders in order to ensure compliance with the Board of Education approved Business Plan.

- Department leads will determine if a cellular number should remain active, be cancelled, or transferred to a personal account when staff leave the District.

District cellular phones, mobile devices, and related services are provided to staff for District 11 use:

- Shared plans will only be approved for District 11 staff.
- Monthly minutes or data services may not be shared with family members, business contacts, or non-district staff.
- District cellular phones, mobile devices, and related services may be used by staff for inconsequential personal use.

Staff are required to comply with all state and local laws regarding the use of cellular phones while driving:

- Staff must use a hands-free device while driving.
- Whenever possible, staff must not make or receive telephone calls while driving.
- Mobile devices must never be used for texting, sending, or reviewing written communications while operating a motor vehicle.

Signed:  Date: 8-1-17  
Superintendent of Schools Nicholas M. Gledich, Ed. D.