

**Board Policy IFBGA: Electronic Communications**

**Status:** DRAFT

**Original Adopted Date:** 10/05/2009 | **Last Reviewed Date:** 10/05/2009

**THIS POLICY IS DUPLICATIVE OR OUTDATED. THIS POLICY IS COVERED BY BOARD POLICY IFBG- INTERNET ACCEPTABLE USE.**

**District-Owned Cellular Telephone Use Policy**

Cellular telephones that are owned by DeKalb County School System ("DCSS") should be used only for official business related activities, when a safe, convenient and less costly alternative is not available. Personal use of an assigned unit shall be limited to the extent possible, and generally used for emergency purposes only. Cellular telephones shall be issued to employees as determined by the department head when job functions meet the following criteria:

- a. Employee requires considerable time outside of their assigned office or work area and it is important to the District that they are accessible during those times;
  - b. Employee is required to be accessible outside of scheduled or normal working hours; or
  - c. Employee is required to act as a first responder to emergency situations.
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