

BUSINESS

CELLULAR PHONE USE

The Governing Board understands that cellular phones and other mobile communications devices are an efficient and important method of conducting District business and can help to ensure the safety and security of staff, students, and others, as well as helping to protect District Property.

The Superintendent or designee shall determine, in accordance with administrative regulation, whether an employee needs a cell phone and/or other mobile communications device in order to perform his/her job responsibilities. In order to meet this need and to comply with the Internal Revenue Service regulations regarding District provided cell phones, the following options will be provided to enable designated District employees to have effective communications capabilities.

1. A monthly stipend will be paid for a designated employee to maintain a personal cell phone, provide its current number to the District and respond to calls during work hours and/or on-call periods.
2. If a designated employee elects not to maintain a personal cell phone and not receive a stipend, the District will provide a cell phone. The use of this cell phone will be limited exclusively for Moorpark Unified School District business. No personal use of this phone is allowed.