

**Employee  
Acknowledgement**

The District may issue a cellular phone or other wireless telecommunication device to an employee or contractor who is required to be immediately accessible for work-related communications.

**Guidelines**

All telecommunications devices will be used in compliance with the following guidelines:

1. District cellular phones and wireless devices are to be used for business purposes.
2. Employees and contractors are allowed minimal personal use of District cellular phones or wireless devices.
3. An employee or contractor who uses a District-provided cellular phone or wireless device is required to reimburse the District for personal use that results in additional charges to the District in accordance with the following:
  - a. The employee or contractor's liability is limited to the lesser of the following:
    - (1) Additional charges resulting from the total number of minutes beyond the plan maximum; or
    - (2) Additional charges resulting from the total number of minutes used for personal reasons.
  - b. The employee or contractor is responsible for reviewing his or her invoice and reimbursing the District the portion of the additional charges that resulted from personal use.
  - c. All invoices and records are subject to an internal or external audit by the District.
  - d. A pattern of personal use that causes additional cost to the District may be subject to corrective or disciplinary action.
4. Employees and contractors are responsible for protecting the District's cellular phones and wireless devices from loss, damage or theft in accordance with the following:
  - a. The employee or contractor must produce the equipment immediately upon resignation or termination of employment or at any time upon request.
  - b. An employee or contractor unable to present the equipment in good working condition should expect to remunerate the cost of a replacement to the District.

**Safety Issues**

Employees and contractors who are issued cellular phones or wireless devices must exercise reasonable precaution in conducting business-related communications on a cell phone or wireless device while driving a vehicle. Safety must come before all other concerns.

If employees or contractors must use a District cellular phone or wireless device while driving a vehicle, they should:

1. Dial the call when the vehicle is stopped and away from danger.
2. Use a hands-free phone or wireless device, if possible.
3. Never look up phone numbers, calendars, or read e-mails while the car is moving.
4. Allow voice mail to answer incoming calls and messages when unable to safely answer the call.
5. Keep calls and communications as brief as possible.
6. Exercise extra care in using cellular phones and wireless devices while driving in heavy traffic, inclement weather or in an unfamiliar area.

Employees and contractors who are charged with traffic violations or who cause accidents resulting from the use of the District's cellular phone or wireless device will be solely responsible for all liabilities resulting from such actions.

**Bus Drivers**

Notwithstanding the above guidance, school bus drivers are strictly prohibited from using a cellular phone or wireless device while driving a school bus except in emergency situations.

**Audit**

All telecommunications device invoices and records are subject to audit by the District, the Internal Revenue Service (IRS), and public disclosure under the Texas Statutes Education Code Chapter 11.302 Public Information (Texas Open Records Act). A District-issued telecommunications device used primarily for personal reasons could be considered an employee taxable fringe benefit under IRS regulations. An employee who fails to comply with this policy may be subject to disciplinary action.

**Disciplinary Action**

An employee may be subject to disciplinary action if the employee frequently exceeds the above mentioned procedures.

**Replacement**

Employees are fully responsible for the telecommunications device assigned to them and in the event the telecommunications device is lost, stolen, or damaged, must do the following:

1. Reimburse the District \$300, or

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OFFICE COMMUNICATIONS  
TELEPHONE

CPAC  
(REGULATION)

2. Replace the lost or stolen telecommunications device and/or accessories.