

ISSUANCE AND USE OF HANDHELD ELECTRONIC DEVICES
ADMINISTRATIVE REGULATIONS

1. Handheld electronic devices may be issued to District employees and officers only in accordance with the Board of Education's Handheld Electronic Device Policy. In order to have a handheld electronic device issued, the employee or officer obtains written approval from the Superintendent and the Business Administrator.
2. Prior to issuance of a handheld electronic device the employee or officer must complete the "Handheld Electronic Device Agreement."
3. Handheld electronic device usage will be monitored on a monthly basis. Copies of each monthly handheld electronic device usage statement will be provided to the employee or officer with a direction that all personal calls be identified and remaining calls be certified as business related. The employee is required to reimburse the District for personal call charges by check or money order within fifteen days of receipt of the statement.
4. Handheld electronic device issuance and usage is subject to periodic review by the Superintendent and Business Administrator.