

General Personnel

Peoria Public Schools District 150 Wireless/Cell Communication Policy

Purpose

The purpose of this policy is in response to the use of wireless/cell devices owned or reimbursed by Peoria Public Schools District 150. Staff who are required to be accessible regardless of the time of day, day of the week, or geographical location are effected by this policy. Peoria Public Schools District 150 will provide a limited number of wireless devices for this purpose.

Usage

Usage of a District wireless/cell device is a privilege and is provided to improve operations, service, and enhance operating efficiencies. It is intended that these wireless devices are to be used expressly for performance of jobs only. Use of a District wireless device should not be a primary mode of communication, but should be used only when such usage is the most cost-effective way to conduct business.

The use of a district wireless/cell device is considered not to be private. Records of use of a District wireless/cell device as well as any emails or text messages, sent or received on the device are subject to Freedom of Information Act, Family Educational Rights and Privacy Act, Illinois School Records Act and requests for production of documents in civil litigation. Use will be monitored monthly by the administration.

Justification

Justification for a District wireless device is left to the determination of the Superintendent. No District employee may approve his/her own device and/or service plan. District cell phones will be assigned to staff provided at least one of the following criteria is met:

- The job responsibilities require considerable time outside of the office or work area and accessibility is important.
- The job responsibilities require a staff to be accessible outside of scheduled or normal working hours.

Guidelines

- All District wireless devices are intended to be used for official District business.
- No District employee is authorized to acquire a District wireless device independently without the approval of the Director of Technology.
- All employees receiving a District wireless device are required to sign a “statement of receipt and responsibility”.
- All District wireless device malfunctions are to be handled by the Technology Department.
- Internet usage is strictly prohibited unless approved by the administration
- Each phone will receive a limited number of minutes.
- Staff who abuse this policy will lose wireless privileges and be subject to disciplinary procedures.

Removal of Cell Phones

A District wireless/cell device is the property of the Peoria Public Schools District 150. It may be removed from an employee's possession at any time. Violation of these policies may result in the removal of the phone, repayment of any fees incurred for misuse, reimbursement of cost for time lost due to misuse, and/or suspension.

LEGAL REF.: 105 ILCS 5/10-22.32.

ADOPTED: June 1, 2009