

USE OF DISTRICT-ISSUED MOBILE PHONE AND/OR MOBILE DATA DEVICE

Use of District-Issued Mobile Phone and/or Mobile Data Device

In the event that the District determines that there is a non-compensatory business reason that is in the District's best interests, the District may issue a mobile phone and/or other mobile data device to a District employee. As to any such device:

1. The device is owned by and remains subject to the District's monitoring, control policies and rules at all times; therefore, the device is not the personal property of the employee and the employee shall have no expectation of privacy in his/her use of the device. The District retains at all times the right to take possession of the phone, monitor usage, and search the contents of any such device.
2. The employee must adhere, at all times, to all aspects of the District policies, rules, and supervisory directives regarding appropriate use of District technology resources;
3. The employee must adhere, at all times to appropriate record-retention and confidentiality practices;
4. The device will be used primarily for District-related purposes;
5. Incidental personal use of the device, without an expectation of privacy, is permitted provided that such use does not interfere with or detract from the employee's duties and provided that there are no additional costs to the District associated with such incidental personal use (e.g., long distance, out-of-network, per minute, or per message costs; exceeding data plan limits; etc.). In the event the District incurs any additional costs attributable to non-business use of the device, the employee shall reimburse the District for such costs.

Use of Personal Phone or Other Data Device for District Purposes

In lieu of providing a District-owned mobile phone or other mobile data device to an employee, the Board may approve reimbursement of certain costs for an employee's approved use of a personal phone or other data device for District purposes. Any such reimbursement must be approved by the Board in advance, and the amount of the reimbursement will be pursuant to Board guidelines. In all such cases:

1. There shall be a substantial business justification for the reimbursement arrangement, other than a purpose of providing compensation to the employee;
2. The reimbursement amount must be reasonably calculated so as to be equal to or less than the smaller of the following amounts:
 - a. The reasonable cost of a plan that would be sufficient to meet the business-related needs for which reimbursement is being approved; or
 - b. The actual expenses the employee actually incurred in maintaining the device for the relevant time period.
3. The employee must adhere to appropriate confidentiality practices; and
4. In any situation where a reimbursement arrangement is approved for the business use of a personal device for other than voice transmissions, the employee and the District Administrator shall discuss and make arrangements to address concerns with appropriate records management. Because of the difficulties associated with both confidentiality and records management in these situations, such arrangements are strongly discouraged except where the District email system is able to be directly accessed through the employee's personal device.

School District of Rib Lake

LEGAL REFERENCE:

Wisconsin Statutes

Chapter 19, Subchapter II

[Wisconsin public records law]

Section 19.21(6)

[retention of records]

Section 118.125

[student records; confidentiality and retention]

Section 120.12(1)

[school board duty; care, control and management of the property and affairs of the district]

CROSS REFERENCE:

363.2 Student Acceptable Use of Technology

363.2 (Rule) Student Acceptable Use Guidelines

522.7 Staff Acceptable Use of Technology and Communication Resources

522.7 (Rule) Staff Acceptable Use of Technology Guidelines

522.71 Staff Use of Social Media

527 Employee Grievances

527 (Rule) Employee Grievance Procedures

APPROVED:

June 9, 2016