

# POLICY

NUTLEY

## BOARD OF EDUCATION

Support Staff Members

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District Cell Phones

### USE OF DISTRICT CELL PHONES

The Nutley Board of Education appreciates certain school district officials and staff members travel between school buildings within the school district, travel to meetings outside the school district, and/or to be “on call” or available for emergency situations within the school district. Therefore, the Board of Education authorizes the issuance of a school district provided communication device to those positions in the school district that need to be immediately available and/or their job responsibilities require them to be away from an office and/or area where the person would have immediate access to a conventional communication device.

For the purposes of this Policy, “communication device” means any communication device provided to the school district official or staff member by the Nutley Board of Education including, but not limited to, cellular telephone, personal digital assistant (PDA), beepers, and/or walkie-talkie. For the purposes of this Policy, “communication” means any communication method that may be used by the school district provided communication device including, but not limited to, audio telephone calls, e-mails, text messaging, video telephone calls, and/or instant messaging.

A communication device shall be provided to those school district officials and staff recommended by the Superintendent of Schools. The communication device shall be the property of the Nutley Board of Education and the person assigned the device shall be responsible for all communications made from the device.

The Superintendent of Schools may remove the district provided communication device from the school official or staff member if it is determined by the Superintendent the non-school related use of the communication is excessive.

Adopted: 28 June 2010