

SCHOOL FOR INTEGRATED ACADEMICS & TECHNOLOGIES

The following policy is adopted by the Board of Directors to ensure appropriate use of cellular phones purchased by School for Integrated Academics & Technologies (SIATech Academy South).

- I. Cellular phones shall be purchased to provide an extra measure of student and employee safety/security (administrator or police action, natural disaster, injury, etc.) and/or for use in increasing the work efficiency of those positions that require the individual to be in frequent contact with administration while offsite.
- II. Cell phones may also be purchased to replace broken or discontinued models, or if administration switches services to save costs.
- III. The purchase of cellular phones should be authorized through designated School for Integrated Academics & Technologies (SIATech) administration office staff member(s) after requests have been processed through immediate supervisors.
- IV. Cellular phones shall only be used when regular phones are unavailable or when they are less expensive to operate than regular phones.
- V. Users of SIATech Academy South cellular phones shall only operate their phones with a “hands-free” device while driving. When possible, they should pull over to a safe area to use their cell phone while driving a motor vehicle. The “hands-free” devices shall be provided by SIATech Academy South to all authorized users of SIATech Academy South cellular phones.
- VI. Cellular calls to areas other than SIATech Academy South sites or SIATech Academy South-related businesses should be limited to emergency situations only.
- VII. SIATech Academy South employees shall be responsible for costs related to personal calls, other than emergency calls, made using a SIATech Academy South cell phone.
- VIII. Inappropriate use of SIATech Academy South cell phones shall result in disciplinary action ranging from re-payment of all non SIATech Academy South-related expenses up to and including dismissal from SIATech Academy South.
- IX. Users of SIATech Academy South cell phones shall be required to sign a “Cell Phone Policy Acknowledgement” form (copy attached hereto) prior to receiving and using a SIATech Academy South cell phone.

DATE OF ADOPTION BY THE BOARD: September 15, 2015