

**Detroit Public Schools**  
**Division of Technology & Information Services**

**SUBJECT:**     **Cellular Phone Policy**

**Policy: 13.02**

**Supersedes:**

**Effective:**     March 12, 2009

**Pages:**        1 of 6

## Purpose

The purpose of this policy is to establish guidelines for the issuance and usage of District-owned cellular telephones as well as procedures for monitoring and controlling costs related to cellular telephone use in connection with District business. This policy outlines the cellular phone options supported by Detroit Public Schools, guidelines for appropriate use, and other administrative issues relating to cellular phone acquisition and reimbursement. This policy was created in order to enhance employee safety, limit corporate liability, and help manage telecommunications costs.

## Scope

This policy applies to all employees and other persons who have, are responsible for, or conduct District business for DETROIT PUBLIC SCHOOLS using any cellular device issued by DETROIT PUBLIC SCHOOLS.

## General

It is the policy of Detroit Public Schools to consider the issuance of a cellular device when the responsibilities of an employee require:

- The employee to be reachable immediately.
- The employee to be "on call" outside of normal business hours.
- The employee is not normally present at a fixed workstation and timely communication is difficult to transact.

The final decision on whether an employee will be issued a cellular device rests with [the executive team]. However, cellular devices will not be issued to student workers, contract employees, part-time employees, temporary personnel, consultants, or other workers that do not have a compelling use for the technology.

## Issuing a Cellular Telephone

Employees requiring the use of a DPS-owned cellular phone must go through an application process and clearly define why the phone is needed. All application forms must be approved and authorized by the employee's unit or department head before submission to the [executive team].

Once [the executive] team has given approval for the issuance of a DPS cellular telephone, the application should be forwarded to the Telephone Office. . The Telephone Manager will be responsible for determining the best plan and equipment for assignee, based on the list in Attachment A. In order to take

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advantage of volume pricing discounts, Detroit Public Schools has standardized cellular device equipment, cellular service packages, and cellular accessories.

## **District-Owned Cellular Phones: Appropriate Use**

It is imperative that cellular devices owned by Detroit Public Schools used to conduct Detroit Public Schools business be used appropriately, responsibly, and ethically. The following must be observed:

1. District-owned cellular devices are property of Detroit Public Schools and must be treated as such. If an employee damages or loses a District-issued cellular phone, the employee must notify the Telephone Manager immediately. Costs incurred in replacing a cell phone damaged as the result of improper use will be assumed by the employee.
2. District-owned cellular phones are not to be used for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
3. All costs associated with issued cellular telephones will be allocated to the appropriate department.
4. Monthly itemized bills will be received by the District and reviewed by the Telephone Manager, with costs allocated to the appropriate cost center/account number as specified on the cellular application.
5. Billing information will be made available by the Telephone Manager. Any available service minutes resulting from an employee's monthly plan are owned by Detroit Public Schools and are not to be personally used or transferable to any other account.
6. Telephone numbers assigned to employees or contractors are the property of Detroit Public Schools and will be surrendered upon the employee leaving the District.
7. The employee will be asked to reimburse Detroit Public Schools for all calls that exceed the users' defined cellular plan.
8. Detroit Public Schools employees are prohibited from using a DPS-issued cellular device while operating a motor vehicle except in a hands free mode using a blue-tooth device.
9. If an employee is traveling outside of the US and requires the use of their assigned phone, it is the responsibility of the employee to notify the Telephone Office in writing at least 7 days in advance of their departure. The employee will provide anticipated travel dates and foreign locations.
10. The District (Executive Staff) will be the sole decision maker in determining whether a cell phone number will be reissued to another employee or retired from service. If retired from service the number will be maintained for 90 days, and then it will be returned to the carrier.

## **Policy Non-Compliance**

The Superintendent of Detroit Public Schools has ultimate authority interpreting and administering the Detroit Public Schools Cellular Phone Policy.

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The Superintendent, Chief Financial Officer, and the employee's immediate Manager will be advised of any breaches of this policy and will be responsible for appropriate remedial action, which may include revocation of the privilege to use Detroit Public Schools cellular devices and disciplinary action, including suspension or termination of employment.

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## Employee Declaration

I, [employee name], have read and understand the above Cellular Phone Policy, and agree to adhere to the rules outlined therein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Cell phone categories based on your title with the District have been established. Each category will have a minute plan. Once the user has been notified of your plan, it will be the user's responsibility for tracking the minutes that he/she uses each month. Exceeding the established plan is not acceptable and the user will be held responsible for reimbursing the District for going over their plan minutes.

<b>Exceeding Established Plan</b>	<b>Penalty</b>
1 <sup>st</sup> Time	Warning
2 <sup>nd</sup> Time	Reimburse District for Overage Amount
3 <sup>rd</sup> Time	Notification to administrator and possible revocation of cell phone.  Disciplinary action recorded in employee's file.

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**Phone Plans**

<b>Category</b>	<b>Phone Type</b>	<b>Plan Code</b>	<b>Cost</b> <small>(includes data plan if required)</small>	<b>Minutes of Use</b>	<b>Text Minutes</b>	<b>Data Plan (Y/N)</b>
Executive Cabinet	Blackberry		\$119.99	Unlimited		Y
Cabinet	Blackberry		\$119.99	Unlimited		Y
Board Members	Blackberry		\$119.99	Unlimited		Y
Principals Executive Directors	Blackberry		\$119.99	Unlimited		Y
Assistant Principals	Standard		\$ 79.99	900		Y
Service People (Field)	Standard		\$ 59.99	450		Y
Service People (Field)	Blackberry		\$119.99	Unlimited		Y

Text Minutes Cost as follows:

Unlimited messages	\$ 20.00
1500 messages	\$ 15.00
200 messages	\$ 5.00