

## 02-09. Mobile Phones and Tablets

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 02-09</b>
<b>Subject:</b> Mobile Phones and Tablets
<b>Effective Date:</b> 10/06/2010 <b>Revision Dates:</b> 9/01/2013, 9/25/2017
<b>Purpose:</b> Establishes parameters and conditions of issuance and use of mobile phones and tablet devices using cellular data services of USBE official business. Also governs reimbursement of employees for business use of a personal cell phone or tablet device.
<b>Policy:</b> A mobile phone may be provided to a USBE employee, or the employee may be reimbursed for a portion of the cost of a personal phone used for business purposes, to improve customer service, enhance business efficiency, provide safety and/or security, and facilitate employee contact and communication.
<b>References:</b>

### Procedures:

- For purposes of this policy, “cell phone service” includes a wireless cell phone plan associated with a tablet computer.

### Issuance

- A USBE employee’s supervisor, in consultation with the section director, is responsible for determining the specific business purposes in issuing a mobile phone or cellular service for a tablet computer.
- The determination should include the following:
  - Whether it is more cost effective to have the employee use an agency-provided phone or to reimburse the employee for a portion of the cost of a personal plan at the employer’s discretion
  - The most cost effective cellular phone plan, phone device or tablet computer and necessary accessories for business purposes
  - The employee’s willingness to sign the Cell Phone Agreement and to comply with this policy (see attached Cell Phone Agreement)
- If the most cost effective cell phone alternative is an agency-provided phone, the employee will be issued a phone that is within the current State of Utah mobile phone contracts.
  - The support services coordinator may be a resource in determining the most cost effective plan and contract provider.

## **Reimbursement**

- If it is determined that an employee will be reimbursed for use of a personal cell phone, the maximum amount that an employee can be reimbursed is as follows:
  - Up to \$30 per pay period or \$65 per month for a voice-only or data-only plan
  - Up to \$50 per pay period or \$108 per month for voice and data plans combined

## **Business Use**

- USBE-provided mobile phones may not be used to:
  - Distribute offensive or harassing statements.
  - Disparage others based on race, national origin, sex, sexual orientation, age, disability, or political or religious beliefs.
  - Distribute incendiary statements which might incite violence or describe or promote the use of weapons or devices associated with unlawful activities.
  - Distribute or solicit sexually oriented messages or images.
- Employees are responsible for operating state-owned vehicles in a safe and prudent manner, and therefore must obey state law as it applies to mobile phone use in vehicles.

## **Personal Use**

- Personal use of a USBE-provided cellular phone is permitted to the extent that the use does not interfere with USBE business and does not result in a financial cost to the USBE.
- Plans selected should include a reasonable estimate of the number of minutes that are expected to be used per month for business use only.
- The plan's allotment of minutes, messages, pictures, etc., will apply first to any or all business use of the phone. If any of the phone allotment is left after business use is accounted for, the remainder may cover personal use. In the event that the plan's allotment is exceeded, the employee will reimburse the USBE for any personal use at the rate charged for the overage.
- USBE employees may carry personal cellular phones with them while on USBE time, but excessive use of personal cellular phones for personal business during duty hours is prohibited.

## **Accountability**

- The support services coordinator for each section is responsible for reviewing monthly telecommunication bills for acceptable use of mobile phones, and monthly mobile phone bills are given to the individual employee for review.
- A USBE employee's supervisor should review phone usage at least annually to determine whether the phone is still needed for USBE business, or whether it would be more appropriate to reimburse the employee for a portion of his/her personal cell phone plan.

- The employee is responsible for the loss of any mobile phone or accessories, and must pay for replacement of such unless the employee verifies that they were stolen or lost outside the control of the employee. The employee is also responsible for use or misuse of the mobile phone by others until the mobile phone is reported lost or stolen.
  - Exceptions, on a case-by-case basis, may be made by the Superintendent or a Deputy/Associate Superintendent.