

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT # 840

Cell Phone Use

A school District-owned cell phone will be issued to a District employee when required by that employee’s job duties and as determined by the Superintendent or his/her designee.

Additionally, the following rules shall apply regarding the use of a District-owned cell phone:

- ✓ The District enrolls in a monthly plan that provides for up to a specific number of minutes available for use. When on a monthly basis, the use exceeds the allowable minutes, the employee will be responsible for all personal calls or other data use (text messages, internet), if any, charged that month, up to the total number of minutes that exceeded the monthly allocation.
- ✓ The employee is also responsible for any additional charges incurred during each month as a result of personal use, i.e., total calls.
- ✓ Excessive charges may be paid by employee by a personal check or deducted by payroll.
- ✓ The cell phone may not be used by anyone other than the School District employee.

I have read and understood the above information.

Signature of Employee

Date