

*Reference EHAA, EGA-R***CELL PHONE POLICY****PURPOSE**

The use of mobile devices or other wireless communication devices is intended to enhance the manner in which employees perform their jobs, i.e. increasing productivity and ensuring the health and safety of the employees and students of the Nashua School District community. The purpose of this policy is to establish a standard operating policy and practice governing the use of mobile devices by employees in the performance of their duties.

APPLICABILITY

This policy applies to any mobile device, or other wireless communication device that is connecting to School District resources. This includes, but is not limited to, devices using wireless, wired, infrared, cellular, or any other technology used to transmit and receive data within the School District's Data Infrastructure. The equipment may or may not be owned by the School District.

ELIGIBILITY

School district employees eligible to participate include:

- Superintendent
- Assistant Superintendents
- Chief Operating Officer
- School Principals
- Assistant School Principals
- Director-level
- Plant Operations
- Security Officers
- IT Support
- Employees identified by the Chief Operating Officer

OPTION 1: MONTHLY ALLOWANCE POLICY

Allowances will be paid monthly as part of the employee's paycheck and this monthly cost will be charged against the same account to which School District's cell phones are charged. This monthly allowance will be taxed in accordance with IRS tax regulations. Since these phones will be the property of the employee, they may be used for personal calls and can be combined or enhanced with other personal plans.

As of January 1, 2017, the allowance will be \$40.00 per month for a mobile device (smart phone) or \$20.00 per month for a cell phone. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc.

Recipients of the allowance shall understand that:

- The employee shall provide, on request, verification of an active cell phone service

OPTION 2: DISTRICT-PROVIDED DEVICE POLICY

The District will supply the current phone available through the NSD contract with its outside provider. This phone will have calling and text capabilities.

OPTION 3: EMPLOYEE OPT OUT

Employees may choose to opt-out completing the associated form and selecting the OP-OUT option.

ACCOUNTABILITY

This policy applies to anyone who uses School District Technology Resources, including employees, temporary employees, contractors, vendors and all others.

ADDITIONAL PROVISIONS

This policy will stay in full force and effect until