

Manchester City Schools  
System Owned Cellular Phone Use Administrative Procedures

This administrative procedure provide guidance on appropriate use and set forth actions that may be taken in the event of misuse of system owned cellular phones.

Manchester City Schools provides cellular devices to employees for the purpose of conducting school system business. Making or receiving personal calls is generally discouraged. Any overage, long-distance roaming, or other charges, which exceed the cellular phone contract allowance, realized by the employee for personal calls shall be the responsibility of the employee.

Each cellular phone user may be required to review detailed monthly statement for billing accuracy. This review may require the highlighting of all personal calls.

Each employee shall be responsible for the safe keeping, care, and custody of the cellular device assigned to him or her.

Upon termination of employment, the employee shall immediately surrender any system owned cellular devices in his/her possession.

Failure to comply with these procedures will result in loss of cellular phone privileges and may result in appropriate disciplinary action.

Any questions related to cellular phone use should be directed to the Business Manager.