

Authorized Use of School-Owned Materials: School-Owned Cell Phones

To facilitate effective and efficient communication, the Westmoreland County School Board provides cell phones to selected staff. The following is a list of those staff positions:

Superintendent of Schools	Assistant Superintendent Emeritus
Director of Instruction and Assessment	Director of Instruction Emeritus
Director of Personnel and Student Services	Director of Special Education
Executive Officer for Organizational Management	Home and Public Relations Specialist
Instructional Technology Specialist	Technology Coordinator
Data Management and PC Specialist	Maintenance Supervisor
Transportation Supervisor	Food Services Coordinator
School Psychologist	ELL Coordinator
Teacher for Intervention	Transportation Supervisor
High School Principal	High School Assistant Principal
Middle School Principal	Elementary School Principals
Athletic Director	Maintenance Assistant
Assistant to the Supervisor of Transportation	Middle School Assistant Principal

To comply with regulations governing the federally funded E-rate reimbursement program, the following regulations apply to all the personnel who use cell phones funded by the Westmoreland County School Board:

1. Cell phones are to be used primarily to conduct the business of the school system.
2. To avoid the ineffectiveness of personnel operating both a personal and business cell phone, cell phones provided to conduct business may be used on a limited basis for personal use.
3. Any use of business cell phones for personal use will require that the staff using the cell phone for personal business reimburse the School Board at the rate of 25cents per call or text (both outgoing and incoming calls) and the exact amount as outlined in the monthly bill when the number of minutes exceed the limit.

4. Each month the Central Office Clerk will distribute to each staff member a copy of his/her monthly cell phone bill. The staff member will then calculate all personal calls at the rates aforementioned and reimburse the School Board by writing a check to the Westmoreland County School Board. The Central Office Clerk will collect the reimbursements and maintain records of all charges and reimbursements.
5. Each person operating a cell phone provided by the Westmoreland School Board will sign an agreement that he/she understands these regulations and will adhere to the outlined process.
6. Failure to reimburse the School Board within 30 days of receiving a copy of the bill may result in the loss of use of the cell phone.
7. A staff member may elect to maintain a separate personal cell phone. As a responsibility of the position that a person has, he/she must respond to calls made to the Westmoreland County School Board cell phone and/or provide the number of the personal cell and respond to business calls made to the personal cell phone.
8. Failure to follow these regulations on the part of the personnel in possession of a Westmoreland County cell phone may result in disciplinary actions.

Adopted: August 16, 2010