

USE OF DISTRICT CELL PHONES

The Waterloo Community Schools recognizes the need for cellular phones or pagers to conduct District business. The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on school district property or engaged in school-sponsored activities. This policy outlines the responsibilities associated with the provision of this equipment. Administrators are responsible for continuous evaluation and monitoring of cell phone usage to ensure compliance with this policy.

The following guidelines will be used for District cell phones:

- Cell phone assignment will be approved by the building administrator or District Leadership Team member and communicated to the Chief Financial Officer through the completion of the "Cell Phone Stipend" form.
- Employees should not use cell phones for personal business while on duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times.
- Cell phones are not to be used for conversations involving confidential information.
- Cell Phone Stipend is a taxable benefit to the employee which will be recorded annually on payroll.
- The stipend will be paid out of the employee benefits budget accounts.

Legal Ref.: Internal Revenue Comment Notice, 2009-46.
Iowa Code § 279.8, 321.276 (2013)

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1/28/08
4/8/19

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