
AURORA PUBLIC SCHOOLS
Adopted October 1994
Revised September 2007
Reviewed May 2016

APS Code: EGAF

TELEPHONE SERVICE
Telephones, Cellular Phones, Fax Machines

The district encourages employees to use technology in communication. Employees are asked to make personal calls during break and lunch time and to use discretion in placing and receiving personal calls. Site managers are responsible for establishing such guidelines as may be appropriate to ensure reasonable availability of telephones for emergency and school business calling. Public telephones are provided to students for calls other than school business. The use of district telephones or fax machines for non-school business toll calls is prohibited. Cellular airtime and long distance charges that are not school business related are the responsibility of the individual making the calls.

TELEPHONE SERVICE
Cellular Phones

Page 1 of 3

Cellular telephones and similar personal communication devices may be purchased with district funds and issued to employees when the site budget authority determines sufficient need exists. Sufficient need exists when an employee is away from an assigned work station and fixed phone for extended periods on district business; when inadequate fixed phone service exists; where rapid emergency contact or response is needed; or where other unique communication needs exist.

A. New Cellular Phone Orders

All new cellular phone orders must be processed through the District Information Technology (IT) Department. IT will help with equipment selection, pricing and delivery. Employees are not to contact a cell phone supplier, and only district-approved suppliers will be used for district-funded cell phone operations.

B. Cellular Phone Transfers

When transferring a cellular phone from one employee to another, contact the District IT Department.

C. Lost/Stolen or Replacement Cellular Phones

Lost, stolen, or replacement district-owned cellular phones must be reported immediately to IT. Replacement phones must be coordinated through IT. Employees are not to contact the supplier directly for replacement phones.

D. Personal Use of District Devices

The Internal Revenue Service has specific rules regarding use of district-owned cellular devices. After a device is approved, employees will choose between two methods to pay for personal cell phone calls:

TELEPHONE SERVICE
Cellular Phones

Page 2 of 3

- 1) Use the district-issued device for personal calls and agree to a monthly payment to cover these calls.
- 2) Make and receive personal calls on a personally-owned device.

Every employee will complete an authorization form for the method chosen. The authorization form will be required before the cellular device is issued by the IT department.

Safe Harbor Substantiation Method

A user of a district-provided cellular device who uses the device for district and personal use will be billed monthly according to the Safe Harbor guidelines set forth by the Internal Revenue Service in *Internal Revenue Bulletin 2009-23*. Cell phones, including smart phones, will be charged to the employee at a rate of 25 percent of the device's monthly invoice. The monthly expense will be charged to the employee in the form of an automatic payroll deduction. No further reconciliation of personal use will be required.

No Personal Use Method

A user of a district-provided cellular device who also operates a personal cellular device may complete an agreement that certifies that the district-provided device will be limited to district-only use because the employee will use the personal device for personal calls. An employee who participates in this option may be asked to provide documentation of his/her personal cellular device.

The district will not be responsible for personally owned phones lost, stolen or damaged under any conditions, and will not reimburse users for work-related calls made on personal phones.

The use of district devices outside the U.S. incurs additional charges. Therefore, the use of district devices internationally is prohibited without the approval of the appropriate supervisor and prior notification to the IT department. The primary purpose of issuing and using district cellular telephones is for school business. Failure to comply with the

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TELEPHONE SERVICE

Cellular Phones

Page 3 of 3

guidelines set forth in this regulation and policy will result in cellular phone privileges being revoked.