

BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

SUBJECT: CELLULAR DEVICE ACCESS AND USAGE

The purpose of this bulletin is to outline the procedures associated with the access and usage of cellular devices that are the property of The School Board of Broward County, Florida (District). These procedures address the major aspects of the usage of cellular devices including device access, purchasing, invoicing and personal and official use of School Board owned cellular devices.

Use of technology owned, leased, operated or under the custodial care of the District constitutes consent to monitoring of such use with no expectation of privacy in the use of the technology. Such monitoring may occur at any time and without notice. The scope of monitoring is unlimited and all information, including personal information, stored on, accessed through, or sent or received with the technology may be monitored, inspected, copied, reviewed, and removed and is the property of the District. Any information generated with, stored on, and/or sent or received using District technology may be subject to Florida's Public Records Act.

A. Recommended access

1. Superintendent, Deputy Superintendents, Regional Superintendents
 - a. One cellular telephone per Superintendent and Senior Leadership
2. Elementary, Middle, High Schools and Centers
 - a. Two cellular telephones per location are recommended: one each for the Principal's and Assistant Principal's use.
 - b. The Regional Director and the Regional Superintendent must authorize cellular telephone access for additional school/center employees.
3. All Department Directors
 - a. One cellular telephone per Department Director
 - b. The Division Chief will authorize cellular telephone access for their respective Department Directors.
4. Others
 - a. One cellular telephone per employee whose job requirements include travel to multiple locations and/or after-hours communication.
 - b. The employee's Director as well as the Division Chief will authorize cellular telephone access for such requests.

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1. Cell Phones
 - a. Schools/Departments will submit request(s) for new cellular telephones to the Information Technology Division (IT) via a Cellular Communications Work Order (CCWO) form.
 - b. The digital form will be electronically submitted to the appropriate upline for approvals.
 - c. Schools/Departments will initiate an online requisition for equipment costs as needed.
 - d. IT will process the order.
 - e. The vendor will deliver the cell phone(s) to IT.
2. Mobile Hotspot(s)
 - a. Schools/Departments will submit request(s) for new cellular mobile hotspot(s) to the Information Technology Division (IT) via a Waiver Request form.
 - b. A budget transfer must be created to transfer funds from your location to IT. The transfer must be submitted to IT along with the waiver form. Calculate the number of months from the point of order through June 30th of the current fiscal year and multiply times \$35.00 per month, per unit. The budget transfer credit side must be coded as follows: credit to Cost Center 1380098580, Commitment Number 53720000, Functional Area 79037217800000, Fund 1000. This budget transfer will be renewed at the beginning of every fiscal year if the line is active.
 - c. Schools/Departments will initiate an online requisition for equipment costs as needed.
 - d. IT will process the order.
 - e. The vendor will deliver the mobile hotspot(s) to IT.
3. All equipment is subject to a 2-year replacement cycle. Replacement requests for any reason, including lost, stolen, or broken devices, prior to the 2 years will be fulfilled with on hand stock supplied by the IT department. This may include used equipment and/or equal or lesser model to user's current device.

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1. Itemized call records will be distributed to each district cellular user for accountability purposes. Any personal calls must be identified and processed as follows:
 - a. Review detailed call statement for accuracy.
 - b. Indicate personal calls.
 - c. The district will be reimbursed for all personal calls at the package rate of \$.05/per minute plus any associated long distance, roaming, or other related charges listed on the statement.
 - d. Schools/Departments will:
 - i. Submit the highlighted call detail statement, and the reimbursement check payable to School Board of Broward County for the remittance amount to the IT Department.
 - ii. Retain a copy of submitted items for the School/Department records.
2. Official school board business calls made on an employee's personal cellular telephone will be reimbursed at the rate of \$.05/per minute. Requests for reimbursement will be processed in the following manner.
 - a. Indicate official school board business calls on the itemized billing.
 - b. Total the number of minutes used and multiply times \$.05/per minute.
 - c. Complete a Telephone Long Distance Log (form number 3035B) indicating the official school board business calls.
 - d. Schools and Departments will:
 - i. Submit to Accounts Payable a copy of the highlighted itemized billing, the Telephone Long Distance Log, and a properly authorized Check Request in the amount to be reimbursed.

D. Personal Use

1. SBBC issued cellular devices are to be used for official school board business.
2. Any costs associated with personal calls (incoming or outgoing) including airtime, roaming charges, and long-distance charges are the financial responsibility of the user to which the cell phone has been assigned.
3. Convenience calls that incur costs, e.g., automatic dialing of numbers using directory assistance (411), will be considered personal in nature and are the financial responsibility of the user.
4. Each SBBC employee being issued a SBBC cellular telephone must read and sign the SBBC Employee Cellular Telephone User Agreement. (Exhibit 1) as well as property pass.
5. The unit administrator authorizing the cellular telephone issuance must also sign the agreement.
6. A copy of the Agreement is to be given to the employee and a copy is to be kept on file at the location for audit purposes.
7. A new agreement and property pass must be signed at the beginning of each new fiscal year.

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1. Office of Management/Facility Audits will initiate desk audits of select cellular telephone billings.
2. Any cellular device determined to have zero usage for at least two months will be automatically terminated without prior notification. Activation of a new line under such circumstances will require additional approval.
3. Personally owned cell phones should not be used to conduct District business. However, any District business conducted using a personally owned device is subject to the same capturing and archiving of data as District-owned devices.
4. Information will be archived in accordance with Florida's Government-in-the-Sunshine Law covered in Florida Statute Chapter 119.
- 5.

F. Loss or Theft

1. In case of a lost or stolen cellular device, the user must notify the IT Service Desk or vendor immediately to have all cellular activity suspended to prevent unauthorized use.
2. Any charges incurred from lost or stolen devices not being or before being reported will be the responsibility of the employee.
3. All other standing procedures to report lost or stolen equipment must be followed.

G. Reassignment of Cellular Services

1. Cellular devices will not be transferred to another user without written notice to IT and the appropriate authorizing official.
 - a. A Change of Cellular User Information form must be completed to facilitate change of username, title, or location number.

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1. Using SBBC issued wireless communications devices, such as cellular phones, while operating a motor vehicle is strictly prohibited without the use of an appropriate hands-free device used within the constraints of state and local laws. Refer to School Board Policy 7015 for more information.
2. SBBC does not authorize the use of cellular devices by non-SBBC personnel unless they are serving as an agent or are working on behalf of the District.
3. Any international roaming charges incurred without authorization prior to leaving the country will be the responsibility of the employee.
4. Forwarding of calls from an SBBC issued wireless line to any other number is not authorized. If it is found that the feature has been activated, it will be terminated without notice. Abuse of such will result in the line being suspended. The SBBC wireless device cannot be altered in any way. It should remain intact as it was issued.
5. District employees and non-district employees who are otherwise serving as an agent or are working on behalf of the District have no expectation of privacy regarding any District Data they create, send, receive, or store on District owned cellular devices. District may access and monitor its Information Resources for any purpose consistent with District's duties and/or mission without notice.
6. SBBC employees or individuals who are otherwise serving as an agent or are working on behalf of SBBC who are issued an SBBC owned smart/cellular device must submit a signed Cellular Device Acceptable Use Agreement to SBBC's Information Technology Division.
7. If it has been determined that communications inconsistent with district policies have taken place, all usage other than dialing 911 for emergencies will be suspended pending investigation.
8. Use of District technology is a privilege; it is not a right, and a condition of this privilege is compliance with this bulletin, the Cellular Device Acceptable Use Agreement, District policies and state and federal laws. This privilege can be denied, suspended, or revoked at any time with or without prior notice.