



TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Second Reading Policy 6250 Cellular Devices (formerly Cellular Telephones)

DATE: October 18, 2022

TYPE: Action Required

This is the second reading of updated Management Policy 6250 Cellular Devices (formerly Cellular Telephones). The revised policy is in line with the Washington State School Directors Association (WSSDA) model policy 6250 Cellular Telephones, except staff recommend title and wording changes to reflect more current terminology as cellular devices are now much more than just a “telephone.”

**Recommendation: That the Board approves the Second Reading of updated Management Policy 6250 Cellular Devices (formerly Cellular Telephones).**

## CELLULAR ~~TELEPHONES~~DEVICES

The board authorizes the issuance of cellular ~~telephones~~devices to staff designated by the superintendent for business ~~telephone calls~~use at those times when designated staff do not have regular ~~telephone communication~~ service readily available. At the time a designated employee accepts a district cellular ~~telephone~~device, he or she ~~shall~~will provide written assurance of financial responsibility for ~~any~~ personal or non-business ~~calls made on~~use of the cellular ~~telephone~~device. Within ten days of the district receiving the cellular ~~telephone~~ bill, each designated employee will review his or her statement of calls, ~~if applicable~~, and reimburse the district promptly for any personal or non-business ~~calls~~use in excess of the contract amount. Any staff member who has been issued a cellular ~~telephone~~device shall not use ~~the telephone~~it if any personal or non-business ~~call~~ charges are outstanding. -The superintendent shall establish procedures for the use of cellular ~~phones~~devices.

### Cross References:

Policy [2022](#) Technology and Electronic Resources and Internet Safety

Adoption Date: 06.17.03  
Stanwood-Camano School District  
Revised: 10.18.22