

CELL PHONE REQUEST FORM

This form must be completed by an employee when the employee, as part of their job, needs to use a cell phone for District business, and wishes to have the District supply the phone and the monthly service plan. The employee will receive the District purchased cell phone within thirty (30) days after submission of this form, and approval by the Superintendent and the Board. The monthly service will continue until the employee no longer needs to use their personal cell phone for school business purposes, or the Board discontinues it, or the employee chooses to discontinue this arrangement.

Employee Name: Michelle Duncan

Job Title: Principal Building: CPS

E-mail: michelle.duncan@celinaschools.org

Cell Phone Number: 419-305-5188

**USAGE GUIDELINES:** Any employee who applies to receive a District cell phone hereby agrees to:

- A. Answer all District related calls to their cell phone and promptly respond to any messages.
- B. Provide to the Superintendent the cell phone number.
- C. Notify the Superintendent if the service is interrupted or terminated.
- D. Comply with district requests to produce copies of cellular and/or wireless communications in the employee's possession that are either public records or educational records, or that constitute ESI (electronically stored information) that is subject to Litigation Hold.

- E. At the conclusion of the employee's employment (whether through resignation, non-renewal, or termination), the employee is responsible for verifying all public records, student records and ESI subject to Litigation Hold that is maintained on the District cell phone are transferred to the District's custody (e.g. server, alternative storage device). The District's IT Department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from their cell phone. The employee is required to sign a document confirming that all such records/information has been transferred to the District's custody and has been deleted from the District cell phone before the Board will issue any final compensation that is owed to the employee.
- F. If the District cell phone is lost, hacked, or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, student records, and/or ESI subject to Litigation Hold has been compromised and/or lost.
- G. The Employee has the duty to maintain confidentiality of student personally identifiable information in regards to public and student record requirements.
- H. It is suggested that the employee lock and password protect the District cell phone when not in use.
- I. Ensure no third parties (including family members) have access to records and/or information, which is maintained on the employee's cell phone, that is confidential, privileged, or otherwise protected by State and /or Federal law.

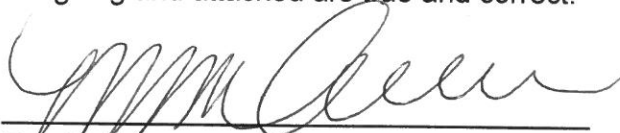
**The Board prohibits employees from maintaining the following types of records and/or information on their cell phones:**

Information required to be confidential pursuant to the Americans with Disabilities Act (ADA)

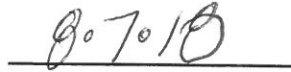
Personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

**Certification:**

I certify that I have read, understood, and intend to comply with Policy 7530.02, and that the foregoing and attached are true and correct.



Employee's Signature



Date

\* Lost or broken equipment is the responsibility of the the employee.

7/18

RECEIVED

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CELINA CITY SCHOOLS

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Employee Name: Kelli Thobe

Job Title: Asst. Principal Building: Primary

E-mail: kelli.thobe@celinaschools.org

Cell Phone Number: 567.644.5050

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Wesley M. Inaba  
Employee's Signature

8.8.2018  
Date

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7/18