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3 **TELECOMMUNICATIONS USE**

4 **Telephones and Telephone Lines**

5 Telephone lines and telephones are installed in every office and classroom in Alexandria City  
6 Public Schools (ACPS) facilities.

- 7  
8 • School system telephones should be used for school system business purposes. Requests  
9 for repairs of existing telecommunications systems, additional telephones or telephone  
10 lines or for relocation of existing telephones and telephone lines are made to the  
11 Technology Services Department by submitting a request via the Helpdesk. Long distance  
12 is available from every phone.  
13  
14 • Any ACPS employee or contractor making long distance personal calls may be held  
15 responsible for the charges and will reimburse ACPS by check or money order.  
16

17 **Cell Phone/Wireless Use and Authorization**

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19 • Cell phones may be issued to ACPS employees when the need for wireless communication  
20 is directly related to the employee’s specific job responsibilities. These responsibilities may  
21 include:  
22 ○ Serving in a position that requires immediate and/or ongoing accessibility,  
23 ○ Coordinating an emergency response and/or communications,  
24 ○ Responding to after-hours requests,  
25 ○ Maintaining contact with staff from remote locations,  
26 ○ Working at remote sites around the district, and  
27 ○ Providing 24/7 support for operations, communications, and security and for those  
28 employee requiring access outside of the office  
29  
30 • All cell phones and wireless devices must be purchased through centrally-authorized  
31 contracts that have been established to minimize fees and charges through prearranged  
32 contract rates, pooling of minutes, and other terms of agreement.  
33  
34 • Smart phones and wireless devices may be appropriate for employees requiring voice,  
35 email and data access outside of the office.  
36  
37 • Broadband Internet access cards may be appropriate when network and/or Internet  
38 connectivity is required on a laptop outside of Wi-Fi range or when the network is down.  
39  
40 • Cell phones must be used in accordance with ACPS policy, including Policy GAB/IIBEA  
41 - Responsible Computer System Use.  
42

43 **Purchase and Funding**

45 All principals, assistant/associate and academy principals, building engineers, department heads  
 46 and executive staff will be provided with cell phones or wireless devices funded out of the central  
 47 telephone account. The process for procuring such wireless services and devices and requisite  
 48 budget requirements for non-principal and senior staff members is outlined below. At their option,  
 49 members of senior staff and principals may purchase wireless device accessories on their own.  
 50 Request forms for new cellular phones or wireless devices should be made to the Technology  
 51 Services Department.

- 52
- 53 • Requests for cell phones or wireless devices for staff members NOT covered by this policy  
 54 must be initiated by securing written approval on the Request for Cell Phone Use Form  
 55 from the respective Principal or Department Head. Requests should be forwarded to the  
 56 Technology Services Department with a brief justification for this use, and an agreement  
 57 to cover one-time and ongoing costs associated with providing the service.  
 58
- 59 • The Technology Services Department will be responsible for paying all cellular/wireless  
 60 bills to service providers. Users are not to exceed their monthly plan minutes—for both cell  
 61 phones and wireless devices.  
 62
- 63 • The Technology Services Department will monitor monthly billing invoices and issue  
 64 reports to users that exceed their allowed monthly plan minutes, or that show repeated use  
 65 of directory assistance, text messaging, long distance and international calls. Unless  
 66 justified by the user, excessive use will be cause for service termination. Users will pay for  
 67 extra and overage charges. If the overage is work related, the user may appeal the payment  
 68 of the excess costs.  
 69
- 70 • The use of ACPS-issued cell phones and wireless communication devices while driving or  
 71 operating a motor vehicle is prohibited at all times.  
 72
- 73 • Upon loss of cell phone or wireless device, it is the responsibility of the user to immediately  
 74 contact the Technology Services Department so that provisions can be made to reduce  
 75 and/or eliminate financial loss and reduce the impact of lost proprietary/confidential  
 76 information posing a security risk to ACPS. The user reimburses the school system for  
 77 equipment replacement costs for lost or damaged cell phone or wireless devices within 30  
 78 days of the notification. If the device is subsequently found, there will be no refunds.  
 79
- 80 • Users are encouraged to “password protect” all wireless devices to prevent unauthorized  
 81 use and reduce information security risk.  
 82
- 83 • Wireless devices that are not used for a period of six months may be suspended.  
 84

85 **Accommodations**

86  
 87 Accommodations are provided in accordance with Policy GB - Nondiscrimination in Employment.  
 88  
 89

90 Established: September 1, 2009  
 91 Revised: April 25, 2019  
 92  
 93  
 94 Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70.2, 22.1-78.  
 95  
 96 Cross Refs: GB Nondiscrimination in Employment  
 97 GAB/IIBEA Responsible Computer System Use  
 98 GAC Employee Use of Social Media  
 99 GAC-R ACPS Social Media Regulations



**REQUEST FOR USE OF A SCHOOL BOARD CELL PHONE**

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_  
Title: \_\_\_\_\_ Work location: \_\_\_\_\_  
Request for Cell Phone: \_\_\_\_\_ Wireless device: \_\_\_\_\_

Nature of school division business generating the request for use of cell phone/wireless device:

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I have read and understand the Telecommunications Use Regulations and understand that failure to comply with any part of the regulations is considered cause for disciplinary actions as deemed appropriate by the Superintendent. I certify that all information provided is correct and accurate.

Requestor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Technology Officer

**TELECOMMUNICATIONS USE**

Commented [1]: Since this only applies to staff the IBEA references should be removed.

**I.—Purpose**

~~To define the conditions of appropriate use of telecommunications systems, including cell phones and wireless devices for Alexandria City Public Schools employees and to establish approval processes for this equipment.~~

**Telephones and Telephone Lines**

Telephone lines and telephones are installed in every office and classroom in Alexandria City Public Schools (ACPS) facilities.

- School system telephones should be used for school system business purposes. Requests for repairs of existing telecommunications systems, additional telephones or telephone lines or for relocation of existing telephones and telephone lines ~~are~~ shall be made to the Technology Services Department by submitting a request via the Helpdesk. Long distance is available from every phone.
- Any ACPS employee or contractor making long distance personal calls may be held responsible for the charges and will reimburse ACPS by check or money order.

**Cell Phone/Wireless Use and Authorization**

- Cell phones may be issued to ACPS employees when the need for wireless communication is directly related to the employee’s specific job responsibilities. These responsibilities may include:
  - Serving in a position that requires immediate and/or ongoing accessibility,
  - Coordinating an emergency response and/or communications,
  - Responding to after-hours requests,
  - Maintaining contact with staff from remote locations,
  - Working at remote sites around the district, and
  - Providing 24/7 support for operations, communications, and security and for those employee requiring access outside of the office
- All cell phones and wireless devices must be purchased through centrally-authorized contracts that have been established to minimize fees and charges through prearranged contract rates, pooling of minutes, and other terms of agreement.
- Smart phones and wireless devices may be appropriate for employees requiring voice, email and data access outside of the office.
- Broadband Internet access cards may be appropriate when network and/or Internet connectivity is required on a laptop outside of Wi-Fi range or when the network is down.

- [Cell phones must be used in accordance with ACPS policy, including Policy GAB/IIBE - Responsible Computer System Use.](#)

#### **IV. Purchase and Funding**

All principals, assistant/associate and academy principals, building engineers, department heads and executive staff will be provided with cell phones or wireless devices funded out of the central telephone account. The process for procuring such wireless services and devices and requisite budget requirements for non-principal and senior staff members is outlined below. At their option, members of senior staff and principals may purchase wireless device accessories on their own. Request forms for new cellular phones or wireless devices should be made to the Technology Services Department.

- Requests for cell phones or wireless devices for staff members NOT covered by this policy must be initiated by securing written approval on the Request for Cell Phone Use Form from the respective Principal or Department Head. Requests should be forwarded to the Technology Services Department with a brief justification for this use, and an agreement to cover one-time and ongoing costs associated with providing the service.
- The Technology Services Department will be responsible for paying all cellular/wireless bills to service providers. Users are not to exceed their monthly plan minutes—for both cell phones and wireless devices.
- The Technology Services Department will monitor monthly billing invoices and issue reports to users that exceed their allowed monthly plan minutes, or that show repeated use of directory assistance, text messaging, long distance and international calls. Unless justified by the user, excessive use will be cause for service termination. Users will pay for extra and overage charges. If the overage is work related, the user may appeal the payment of the excess costs.
- The use of ACPS-issued cell phones and wireless communication devices while driving or operating a motor vehicle is prohibited at all times.
- Upon loss of cell phone or wireless device, it is the responsibility of the user to immediately contact the Technology Services Department so that provisions can be made to reduce and/or eliminate financial loss and reduce the impact of lost proprietary/confidential information posing a security risk to ACPS. The user ~~shall~~ reimburses the school system for equipment replacement costs for lost or damaged cell phone or wireless devices within 30 days of the notification. If the device is subsequently found, there will be no refunds.
- Users are encouraged to “password protect” all wireless devices to prevent unauthorized use and reduce information security risk.
- Wireless devices that are not used for a period of six months may be suspended.

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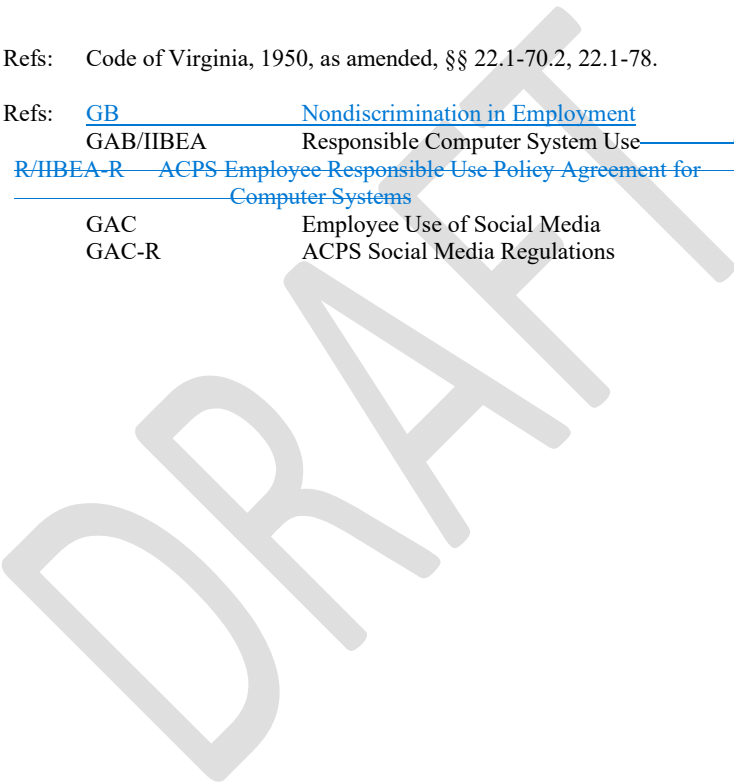
Accommodations

Accommodations are provided in accordance with Policy GB - Nondiscrimination in Employment.

Established: September 1, 2009  
Revised: April 25, 2019

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70.2, 22.1-78.

Cross Refs: GB Nondiscrimination in Employment  
GAB/IIBEA Responsible Computer System Use ~~GAB-~~  
~~R/IIBEA-R ACPS Employee Responsible Use Policy Agreement for~~  
~~Computer Systems~~  
GAC Employee Use of Social Media  
GAC-R ACPS Social Media Regulations



**REQUEST FOR USE OF A SCHOOL BOARD CELL PHONE**

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_  
Title: \_\_\_\_\_ Work location: \_\_\_\_\_  
Request for Cell Phone: \_\_\_\_\_ Wireless device: \_\_\_\_\_

Nature of school division business generating the request for use of cell phone/wireless device:

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\_\_\_\_\_

I have read and understand the Telecommunications Use Regulations and understand that failure to comply with any part of the regulations ~~is~~ shall be considered cause for disciplinary actions as deemed appropriate by the Superintendent. I certify that all information provided is correct and accurate.

Requestor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Technology Officer