



ENVIRONMENTAL CHARTER SCHOOLS CELL PHONE USAGE AGREEMENT

Your signature below verifies that you have read and understand the ECS Cell Phone Policy and the guidelines, procedures and responsibilities outlined below and agree to comply with them.

ECS Cell Phone Procedures

1. All Cellular telephone usage must comply with ECS Electronic Communication Policy. Please refer to the ***Electronic Communication Policy*** for more information.
2. Cellular telephones are provided specifically to carry out official ECS business when other means of communication are not readily available. Cellular telephones may not be used for routine personal communications other than the exceptions below.
3. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
4. Personal use of ECS cellular telephones should be limited. Whenever possible, such calls should be made or received by alternative means.
5. Cellular telephone conversations involving ECS information of a confidential nature should be minimal and avoided whenever possible.
6. Cellular telephones are not to be loaned to others.
7. Employees issued a cellular telephone are responsible for its safe keeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Director of Operations who will in turn notify the service provider.
8. Cellular telephones and accessories issued to employees who work 11 months or less must be returned to Director of Operations at the conclusion of the school year, activity or as otherwise specified.
9. Exiting employees must surrender ECS provided devices and any accessories, before their departure. ECS provided cell phone numbers will stay with the ECS.
10. **Cell Phone use while driving any ECS vehicle is prohibited.** Employees are reminded that use of communication devices must be hands-free while driving any vehicle, in compliance with State Law.
11. Employees provided ECS cell phones are expected to carry the device and keep it charged and available for use during their normal work hours.
12. Any charges incurred for the convenience of the employee (e.g. non business related Wireless Web or Roaming Charges) are the sole responsibility of the employee. Services not covered by ECS rate plans are charged at higher rates; these include ring tones, games, directory assistance, and other "convenience" applications. ECS reserves the right to charge employees for these costs.
13. Employees who have valid, work-related reasons to make international calls are instructed to contact Director of Operations for participation in an appropriate rate plan to minimize costs to ECS.
14. ECS reserves the right to review and question employee use of ECS provided devices. Employees who abuse cellular and/or communication privileges are subject to charges, discipline, and/or surrender of their ECS provided device.

I have read, understand, and will abide by ECS Cell Phone Policy. I further understand that any violation may result in the loss of access privileges and/or possible disciplinary action and including termination.

Signature: _____ Date: _____

