

Agenda Item:	III E: Action Item
Date:	February 9, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Suat Acar, Chief Operations Officer Derya Hajmeirza, HR Director
RE:	MPS Cell Phone Usage Policy

**Action Proposed:**

I move that the board approve the Magnolia Public Schools Cell Phone Usage Policy.

**Purpose:**

In the interest of promoting employee efficiency, Magnolia Public Schools (“MPS” or the “School”) may issue cell phones to employees whose jobs require them to make calls and otherwise conduct School business while away from campus or require them to be accessible for School-related matters, as described below.

**Background:**

MPS will provide MPS-owned cell phones and phone numbers to certain employees to promote the school activities and enrollment activities. This policy will draw the general guidelines for the employees to follow up.

**Analysis:**

MPS on-boarded Community Schools Coordinator (CSC) as part of a grant received. Continuous communication is a key factor for the CSCs. Therefore, the MPS Home Office decided to provide MPS issued Cell Phones to the CSCs, as well as other certain key staff members to promote related activities. It will be for specific community engagement staff such as the Community School Coordinators (CSC) and Parent and Community Engagement (PACE) coordinators.

**Impact:**

MPS expects a positive impact in the quality of the communication between stakeholders and the school sites with the usage of these cell phones. Also faster connections will be possible human to human, and we expect improved educational partners’ satisfaction.



**Budget Implications:**

The costs for monthly service payments for employees covered under this policy will be paid for using the Community Schools Partnership Program (CSPP) funds. These funds have been incorporated into the 2022-23 MPS operating budget.

**Exhibits:**

- Magnolia Public Schools Cell Phone Usage Policy

## **MAGNOLIA PUBLIC SCHOOLS CELL PHONE ISSUED USAGE POLICY**

### **Purpose**

In the interest of promoting employee efficiency, Magnolia Public Schools (“MPS” or the “School”) may issue cell phones to employees whose jobs require them to make calls and otherwise conduct School business while away from campus or require them to be accessible for School-related matters, as described below.

### **Scope**

This policy applies to all MPS management, administrative employees or staff who use any MPS-provided cell phone for any purpose at any time. All cell phones issued by MPS and any and all data stored on or otherwise sent or received from such cell phones are School property. Employees must comply with MPS’s requests to make their School-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who separate from employment with the School for any reason must immediately return their MPS-issued cell phones. All employees who receive an MPS-issued cell phone must comply with all relevant policies and procedures as stated in the MPS Employee Handbook.

### **Policy**

MPS will provide cell phones to employees solely for the purpose of conducting MPS and School-related business. All employees are required to be professional and conscientious at all times when using MPS issued cell phones. Personal use of the MPS cell phone may result in loss of a cell phone assignment or discipline, up to and including termination from employment. Employees may be required to reimburse the School for any costs or charges relating to personal use of the cell phone. Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed at the sole discretion of the School. Unauthorized use of mobile devices to back up, store, and otherwise access any School-related data is strictly forbidden.

MPS’s overtime rules apply to any type of work done after hours, including a nonexempt employees’ use of an MPS-issued cell phone to make School-related calls and send or receive School-related communications. All overtime work, including such work-related calls and/or communications, must be approved by the School in writing, in advance. Working overtime without School authorization violates School policy and may result in disciplinary action, up to and including termination.

It is the responsibility of all employees to use security features such as pin codes to ensure the privacy and confidentiality of the content of the cell phone. Additionally, employees must restrict third parties from using or accessing the cell phone, including friends and family, as well as protecting against possible loss, theft, or damage. Any loss, theft, or damage may amount to gross negligence, willful misconduct, or dishonesty, and the employee may be liable to the School for the costs of repairing or replacing any lost or damaged cell phone.

Employees must observe the following rules at all times while using MPS-issued cell phones:

1. Employees are responsible for the security of MPS-issued cell phones and the information stored on them.
2. Employees may not allow third parties, such as friends, family, students, or strangers, to access or use the MPS-issued cell phone.
3. Employees using MPS-issued cell phones and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by a strong password. Employees agree never to disclose their passwords to anyone, unless authorized by the MPS Home Office or school site designee.
4. All employees using MPS-issued cell phones must employ reasonable physical security measures. Employees are expected to secure all such devices against being lost or stolen, whether or not they are actually in use and/or being carried.
5. Passwords and other confidential data are not to be stored unencrypted on mobile devices.
6. In the event of a lost or stolen MPS-issued cell phone, employees are required to report the incident to the School immediately.

### **MPS Cell Phone Safety and Driving**

In the interest of the safety of our employees and other drivers, employees are prohibited from using MPS cell phones without a hands-free option while driving.

If an employees job requires that they keep their cell phone turned on while they are driving, they must use a hands-free option.

Writing, sending or reading text-based communication, including but not limited to text messaging, instant messaging, and e-mail on a cell phone while driving is prohibited. Violating this policy is a violation of law.

### **Search of MPS-Issued Cell Phones**

Employees have no reasonable expectation of privacy in a School-issued cell phone, the related data, text messages, applications, voicemail, or the other digital content related to the cell phone. MPS reserves the right to search any MPS-issued cell phone at any time, with or without any advance notice, as any and all data on MPS-issued cell phones are exclusively the property of MPS. Data includes, but is not limited to, messages, images, videos, voice recordings, or other information stored in electronic form.

MPS is subject to the California Public Records Act. As such, members of the public may request copies of business-related communications from MPS, including from MPS-issued cell phones. As such, employees must always conduct themselves in a responsible and professional manner when using an MPS-issued cell phone with the knowledge that business-related communications conducted on the cell phone are subject to public inspection and review. Employees must provide access to their School-issued cell phone and any related data to MPS for inspection at any time, including upon receipt of a Public Records Act request.

### **Content**

Employees may not download, send, receive, or review inappropriate materials or content on MPS-provided cell phones, including materials that are discriminatory, harassing, derogatory to any individual, in violation of licensing or software laws, or that are pornographic or violent in nature. Employees may not download personal applications (“Apps”), incur charges that will be billed to the School (e.g., international use, purchasing Apps, etc.), or make adjustments to hardware or software that impairs the functionality or work-related purpose for which the phone is provided to the employee. Employees may not use their MPS-issued phone for personal social media purposes, or to conduct business for another employer or competitor.

**Non-Compliance**

Should any MPS employee fail to comply with this Policy, they may be subject to disciplinary action, up to and including termination from employment.

**Confirmation of Receipt**

By signing below, I acknowledge that I have received, read, and understand the School’s Cell Phone Use Policy and agree to comply with its terms. I also understand that if I have any questions regarding this Policy, I shall contact my direct supervisor.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature