

PINELLAS COUNTY SCHOOLS
CELLULAR DEVICE AGREEMENT

I, _____, agree to the following terms and conditions regarding my use of a Pinellas County Schools (PCS) issued cellular device, phone line, service, account, and number:

1. I understand that I am being entrusted with a powerful and valuable communications tool. I further understand that I will be making financial commitments on behalf of the district and must strive at all times to use the equipment in a sensible and practical manner in order to maintain the best cost efficiency for the district.
2. I have been given a copy of the PCS Cellular Device Procedures (July, 2017), and have had all of my questions answered, and I fully understand the requirements of the Cellular Device Program.
3. I understand that PCS may use software to establish the geographical location of school district mobile devices through GPS technology. I further understand that I have no right or expectation of privacy with respect to communications sent or received by use of the cellular device. I also understand that ALL text messages sent or received are archived and subject to the State of Florida Public Records law and may be requested for review by the media or others at any time.
4. I will follow all established procedures for using the cellular device. Additionally, I will follow all policies and procedures established by my immediate supervisor and cost center administrator specifically relating to this program.
5. I understand that personal use of this device should be limited to an incidental basis. I understand that while the voice and texting plan is unlimited, the data plan is limited to 2 GB and that the data speed is throttled after that quantity is consumed. The usage of data for personal reasons may result in the device being limited while performing work related duties and should therefore be kept to an absolute minimum. I further understand that unauthorized or inappropriate use of the cellular device may result in appropriate disciplinary action being taken pursuant to School Board policy 7540.04. Utilizing the district's policy of progressive discipline, the disciplinary action may range from a conference summary through dismissal.
6. In addition, I agree that should I violate the terms of this Agreement and use the PCS-issued cellular device for personal gain, that I will reimburse the district for all improper charges within 30 days and pay any attorney fees and costs related to the collection of those charges.
7. I understand that I may be held responsible for the depreciated cost of the cellular device if the device is lost/stolen/damaged while in my care.

Employee Signature

Date

Employee Job Title

Employee Legal Name (print or type)

Cost Center No.

Cost Center Name

Cellular Phone #
(to be filled in when device is issued)

ROUTING INSTRUCTIONS

Cost Center Coordinator to have Cellular Device holder sign three (3) copies of this agreement.

Copy 1 - to be attached to the Telecommunications Request Form, Form 3-1803

Copy 2 - to be given to the Cellular Device holder for their reference.

Copy 3 - to be retained by the Principal, Department Head

Procedures for a Pinellas County Schools (PCS) Issued Cellular Device, Phone Number, and Account

DIRECTIONS TO OPEN A PCS-ISSUED CELLULAR DEVICE ACCOUNT

The Supervisor of the Cost Center should:

1. Complete a "Telecommunications Request" (PCS Form 3-1803).
 - a. Include an account strip from TERMS with appropriate funds allocated for the devices being requested.
(Function Code 7900) (Object Code 0379)
 - b. List the name and position of the person who will be the Cellular Device Holder.
 - c. For each person, include the type of cellular device requested.
 - d. Send the Telephone Request Form to, Telecommunications, Administration Building.
2. Attached to the "Telephone Request Form", provide 1 copy of the signed Cellular Device Agreement and 1 copy of a signed Property Removal Contract (PCS form 3-1943) with the device listed.

The Person who will be the Cellular Device Holder must:

1. Read and sign three (3) copies of the Cellular Phone Agreement and distribute as indicated on the agreement.
2. Upon completion of the set-up of your account, Telecommunications will contact you to make arrangements for you to pick up the device and to provide training as required. Devices and training will be available at the Administration Building.

CELLULAR DEVICE LIMITATIONS AND RESTRICTIONS

1. The use of the PCS-issued cellular device is subject to School Board Policy 7530.01, Staff Use of Electronic Communication Devices and 7540.04, *Use of Electronic Resources*. Unauthorized use of the PCS issued cellular device number may subject the Cellular Device Holder to disciplinary action including dismissal.
2. The IRS no longer includes limited personal use of such devices as eligible for incurring a tax liability to the user of Board-owned and provided electronic communication devices. While these devices are to be used principally for business purposes, incidental personal use is permitted for voice and texting. Consumption of data resources for personal use **should be avoided** as it may render the device less effective for business purposes if throttling occurs after exceeding the devices allocated amount of data (currently 2 GB).
3. The Cellular Device Holder is expected to take reasonable care to prevent wear and tear and/or damage, theft or loss of all PCS issued cellular equipment.

CELLULAR DEVICE SECURITY

1. The security and use of the PCS issued cellular device is the sole responsibility of the district employee who signs the Cellular Device Agreement.

LOST, STOLEN, OR DAMAGED CELLULAR DEVICES

1. If a cellular device is lost, stolen, or damaged the Cellular Device Holder should follow these steps to report the event:
 - a. During normal business hours, call Telecommunications at 588-6248.
 - b. For a lost or stolen device during non-business hours, call T-Mobile at 1-800- 375-1126.
 - c. Fill out a Damage and/or Loss of Business Property Report (PCS form 3-865) immediately. Include your cell phone number in the Tag # column. Send form and a copy of your signed Property Removal Contract (PCS form 3-1943) to Risk Management
2. The Cellular Device Holder will be responsible for any unauthorized cellular device use on a lost or stolen device up to the exact time T-Mobile is notified.
3. The Cellular Device Holder shall be responsible for the depreciated cost of a lost, stolen or damaged cellular device in accordance with School Board Policy.

DISCIPLINARY ACTION GUIDELINES

Unauthorized use of the PCS issued cellular device will result in appropriate disciplinary action being taken pursuant to School Board policy(s) 1140/3140/4140. Utilizing the district's policy of progressive discipline, the disciplinary action may range from a caution through dismissal.