

Cellular Telephones

**RICHLAND SCHOOL DISTRICT
DISTRICT-OWNED CELLULAR TELEPHONE CHECKOUT FORM**

Employee Name: _____

Date: _____

Location: _____

Phone Model: _____

Serial Number: _____

Other related items: _____

Conditions of Use

1. As an employee of the Richland School District, I am accepting the aforementioned cellular telephone (cell phone), which is the property of the Richland School District, and hereby agree to follow the guidelines referenced in District policy and regulations.
2. I agree that this cell phone will be used by me for purposes related to my work with the District, and that lending this phone to another employee of the District or anyone else in no way releases me from liability of the phone and possible incurring charges on it.
3. In cases of negligence or loss, I accept full responsibility and financial liability for this cell phone and related equipment.
4. Service of this phone or related equipment must be completed by a District authorized dealer. Where repair is necessitated by obvious abuse or neglect, the District, at its option, may take appropriate action to recover repair costs.
5. I agree to relinquish this equipment upon request of the District; and if leaving the District, I will return it prior to my departure. Failure to do so will subject me to possible civil and/or criminal prosecution.
6. If I am found to be in violation of District policy or the rules and regulations and have abused the District cell phone for personal calls, I authorize the District to recover said expenses from my earnings.
7. If the cell phone I am issued is lost, stolen, vandalized or destroyed, the matter must be reported to both the Executive Director of Financial Services and the Director of Information Services within twenty-four (24) hours.
8. If I add a personal line to this District-owned cell phone, I will be directly billed and the District will not be responsible for such services.

By signing below and taking the above referenced equipment, I agree that I have read, understand, and agree to follow the conditions for the use of the cell phone and equipment. I also understand the responsibilities outlined therein and hereby agree to accept all of the aforementioned conditions.

Employee Signature: _____ **Date:** _____

Supervisor approval: _____ Cabinet Admin. Approval: _____