



College Cell Phone Usage

College Cell Phone Usage Policy

Approved By and Date:

Board of Trustees 08/12/2019

Executive Leadership Team 07/25/2019

Policy:

Kilgore College provides cell phones to certain employees to insure the highest degree of service, safety, and efficiency to and on behalf of the College. Cell phones are provided for business use and are the property of Kilgore College.

Procedures:

Approved By and Date:

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- a. The requesting Division Dean/Supervisor may approve a cell phone for an employee. An approved Cell Phone Authorization Form must be submitted by the employee prior to receiving a phone or phone upgrade.
- b. The College and the employee understand that the cell phone and any information contained on it are subject to open records requests per Section 552.002(a-2) of the Public Information Act (PIA). The PIA defines public information to include: *"any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business."*
- c. The employee must certify that the cell phone will be used primarily for business purposes.
- d. Any violation of the College Cell Phone Usage Policy may result in a loss of access, disciplinary action (up to and including termination), or other legal action.
- e. Employees are expected to take steps to safeguard the information on the cell phone as they would any other piece of College information or property.
- f. Employees are expected to provide their cell number to their supervisor in case of an emergency.
- g. Employees are expected to register their cell number with the College RAVE Emergency Notification System.
- h. Employees may be required to return the College-issued cell phone or to reimburse the College for excessive personal use charges.
- i. Employees are required to return all College-issued cell phone equipment and accessories upon:
 - a. Discontinuation of College related use
 - b. Disciplinary revocation due to unauthorized use; or
 - c. End of their employment with the College
- j. Employees are responsible for any damage, abuse, neglect, loss, or theft of a College- issued cell phone.
- k. The College-issued cell phone may not be used for illegal, disruptive, unethical, or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the interest of the College.
- l. The College has the authority to monitor the College-issued cell phone usage.
- m. The use of a cell phone for texting, as well as reading and writing emails, is prohibited while driving in the State of Texas. Employees using a College-issued phone are to use the "hands free mode" while driving. When driving in another state, it becomes the employee's responsibility to know the laws governing cell phone usage for that state.