

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

3.1

**Effective Date:** *June 30, 2008.*

**Revised Date:**

**Section:** *Support Services*

**Subject:** *Cell Phone Usage*

**Related Policy:** 3.3001 Use of Cellular Phones

**I. DEFINITIONS**

**II. PROCEDURES**

Work issued cell phones were set up with the intent to cover all work related expenses one might incur in carrying out the duties of their job. Minutes are included to cover all costs related to these worktime incurred expenses. Only work-related multimedia messages originating thru the Maintenance Supervisor during work hours will be covered under the current plan. As of July 1, 2008, any and all other text messages, multimedia messages and downloads (e.g. ringtones) will not be covered and will be subject to personal reimbursement.

**III. ATTACHMENTS**

Signature on File

*Jacob Sorrells, Director of Schools*