



NORTH PANOLA SCHOOL DISTRICT

Technology Department

470 Hwy. 51 North

Sardis, MS 38666

Phone: (662) 487-2305

Fax: (662) 487-2052

Carla Malone, Director of Technology & Innovation

“Providing a Quality Education for All Students”

Employee Cellular Phone Usage Agreement

I, _____ the undersigned, being an agent of the North Panola School District hereby agree to the following conditions concerning cellular phones issued by the North Panola School District.

I do understand and agree that:

1. I am expected to use District issued cellular phones only for job related circumstances, and that it will not be used for personal reasons.
2. Any unauthorized or personal use will result in reimbursement to the District for calls placed to and/or from my district issue cellular phone.
3. Any subsequent unauthorized use may result in loss of cellular usage, suspension, and/or termination of my affiliation with the North Panola School District.
4. If my phone is lost or stolen, I will report it to the District immediately and without delay, regardless of whether it is lost or stolen outside of business hours.
5. If my phone is lost or incurs damage that is not under the scope of warranty and/or normal use, I will be responsible for the replacement, with a device of the same type, or the repair of the damage device. The cost of the replacement device is determined by the mobile carrier and the option for a payment plan is decided by the district's Business Manager.
6. District phones are subject to monthly review by the District and the District must maintain detailed billing on all cellular services.
7. Any use outside the billing area should be logged as to dates and an approximation of the time used to ensure correct billing by the service provider.
8. Any overage charges are the responsibility of the Employee and must be reimbursed back to the District at the same rate the vendor charged the District per minute and/or for overages.
9. All usage of the District-owned phone will be subject to the Acceptable Use Policy (AUP).
10. All District-owned phones must have Find my iPhone, Android's Find my Phone, or some similar or equivalent option activated and turned on at all times.
11. All District-owned phones must be secured with one or both of (1) a passcode of six (6) digits or more; and/or (2) a fingerprint, FaceID, or similar biometric security method. The device should be set such that any passcode or biometric security method is required immediately to unlock and access the device.

Vision: The mission of NPSD is to ensure intellectual and personal excellence.

Employee Name: _____

Phone Number: _____

Employee Signature: _____

Date: _____

Technology Director Signature: _____

Date: _____