

Communication Devices

The board authorizes the issuance of communications devices to staff, designated by the superintendent, for business when it is determined that the issuance of such devices would be beneficial to the district. At the time a designated employee accepts a district communication device, he or she will provide written assurance of financial responsibility for any person or non-business use made of the communication device. ~~The board finds that providing district-paid services for communication devices is not efficient.~~

The superintendent will develop procedures to establish ~~an appropriate stipend level and to assess the level of that stipend from time to time as he or she deems appropriate~~ criteria for issuing either district-paid communication devices or appropriate stipends to selected employees for personal communication devices used on behalf of the district. These procedures will include direction for employees regarding compliance with the public records retention and disclosure laws, and requirements for staff training.

Cross References

<u>Board Policy 4040</u>	<u>Public Access to District Records</u>
<u>4041</u>	<u>Records Retention</u>

Legal References:

<u>Chapter 42.56 RCW</u>	<u>Public Records Act</u>
<u>Chapter 40.14 RCW</u>	<u>Preservation and Destruction of Public Records</u>
	<u>Washington State Records Retention Schedule</u>

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Bellevue School District
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