

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

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| Book | CHPA Board Policy Manual |
| Section | Chapter 4 Business and Fiscal Affairs |
| Title | BP 4120 School Issued Cellular Telephone Use |
| Number | BP 4120 |
| Status | Active |
| Legal | Internal Revenue Code (I.R.C.) Section 274 (d) (4) Internal Revenue Code (I.R.C) Section 280F (d) (4) Colorado House Bill 09-1094 |
| Adopted | September 13, 2016 |
| Last Reviewed | September 13, 2016 |

The Executive Director or designee shall determine if it is in the best interests of the Chavez/Huerta K-12 Preparatory Academy to provide a cellular or wireless phone at the school's expense to employees.

The value of a cellular telephone provided by the School for business purposes is excludable from an employee's income. School-issued cell phones are to be used only for business purposes. Although personal phone calls using a School-issued phone are permitted on a limited basis, personal use should be brief and only occasional.

There shall be no expectation of privacy in the use of a School-issued cellular telephone.

Cell phones issued by the School are School property. Employees must comply with CHPA requests to make their School-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave CHPA for any reason must turn in their School-issued cell phones upon separation.

All State and local laws and regulations must be adhered to when using a School-issued cell phone while driving.

Last Revised August 11, 2016

See Administrative Procedure 4120.