

**Acceptable Use of District Telecommunication Systems  
Employee Acknowledgement Form**

*The following guidelines govern the use of District telecommunication systems including phones, cell phones, pagers, and radio systems by employees in the Red Clay Consolidated School District. Employees must sign and return this form before receiving a cell phone or other communication device from the District.*

**ACCEPTABLE USE**

1. Cell phones, pagers, radio communication systems (e.g., two-way radios), and other communication devices are provided for official business of the District. Incidental personal use that does not violate the State of Delaware's Acceptable Use Policy or incur additional costs is permissible.
2. Care should be taken so that the use of cell phones and other communication devices does not interfere with classroom instruction.

**MY RESPONSIBILITIES**

1. I will protect all telecommunication systems from potentially damaging substances or environments (e.g., extreme cold).
2. I am solely responsible for the condition and location of the physical device.
3. I will notify the Technology Office, or the office distributing the device, immediately upon loss of the physical device.
4. I will replace the telecommunication system at my own expense if stolen, lost, or damaged unless my supervisor determines the damage was out of my control.

I have read the information above and am aware of the guidelines for the use of District telecommunication systems.

\_\_\_\_\_  
Employee name (print)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date