



# Board of Education Policy Manual

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## ADMINISTRATIVE REGULATION

### **AR 8332.2**

### **USE OF DISTRICT OWNED CELLULAR DEVICES**

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1. Cell phones/hotspots may be issued to the families of students only in accordance with the Board of Education's Cell Phone Policy. In order to have a cell phone issued, a student's parent/guardian must complete a "Student Request for Cell Phone/Hot Spot Form" (attachment 1) and obtain approval of the issuance of the phone by the Assistant Superintendent for Curriculum & Instruction.
2. Prior to issuance of a cell phone/hotspot the parent/guardian must complete the "Cell Phone Agreement" (attachment 2).
3. Cell phone/hotspot issuance and usage is subject to periodic review by the I.T. Department and administration.
4. Cell phone/hotspot usage will be monitored on a monthly basis. Should it be determined that usage, as identified by the I.T. Department and administration, to be unreasonably high, and that such usage is identified to be unrelated to school business, then the device may be revoked.
5. The cell phone/hot spot may not be used by anyone other than the student(s) to whom it is issued, except in extenuating circumstances, as approved by the Assistant Superintendent for Curriculum & Instruction.
6. Families shall take proper care of cellular phones/hotspot and shall take all reasonable precautions against damage, loss or theft. Any damage, loss or theft shall be reported immediately to the I.T Department and Assistant Superintendent for Curriculum & Instruction.
7. All district-owned cellular telephones/hot spots are to remain the property of the district. District-owned cellular telephones/hot spots shall be returned immediately upon the student leaving the school district or upon request. Families who fail to return a district-owned cellular telephone/hotspot upon exiting the school district at the district's request will be billed for the actual cost of the cellular telephone/hotspot and for all charges made after exiting the school district or upon the District's request.
8. No district-issued cell phone/hot spot may be used for any purposes not considered school

business.

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Adopted December 2016 | Revised September 2022

## REQUEST FOR CELL PHONE/HOT SPOT FORM

This form must be completed and approved by the Assistant Superintendent for Curriculum & Instruction before a cellular device may be issued. Once approvals are obtained, the parent/guardian of the student using the device must complete and submit the Student Cellular Device Agreement Form before the cellular device will be issued.

Student's Name: \_\_\_\_\_

Name of student's Parent/Guardian: \_\_\_\_\_

Student's current school and grade level: \_\_\_\_\_

Please describe why this student requires that a cellular hot spot be issued (it is recommended that the family refer to the Board of Education Cell Phone Policy):

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Anticipated amount of use (daily, occasionally, only in emergency situations, etc.):

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\_\_\_\_\_  
Parent/Guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent for Curriculum & Instruction Date

☐ Approved

☐ Not Approved

STUDENT CELLULAR DEVICE AGREEMENT

Student's Name: \_\_\_\_\_

Name of student's Parent/Guardian: \_\_\_\_\_

Student's current school and grade level: \_\_\_\_\_

Cellular Device Serial Number: \_\_\_\_\_

I, \_\_\_\_\_ , understand that I have been issued the above-referenced cellular device along with a copy of district cell phone policy and regulations by Burnt Hills-Ballston Lake CSD pursuant to Burnt Hills-Ballston Lake CSD Cell Phone/Hot Spot policy and, as required by this policy, I AGREE to the following:

- 1. The cellular device issued by Burnt Hills-Ballston Lake CSD is the property of Burnt Hills-Ballston Lake CSD and is intended to be used for school business purposes.
- 2. I understand that district cellular device usage will be monitored.
- 3. Misuse of the district cellular device may result in its revocation and/or other disciplinary action.
- 4. In the event of the device becoming lost or stolen, I will immediately notify the I.T. Department and the Assistant Superintendent for Curriculum & Instruction

**BH-BL I.T. Department.....it-tier3@bhbl.org**  
**David Collins, Assistant Superintendent.....dcollins@bhbl.org**  
**BH-BL Main Telephone Line.....(518) 399-9141**

\_\_\_\_\_  
Parent/Guardian's signature

\_\_\_\_\_  
Date