



ROUTING
Administrators
All Schools and
Offices

TITLE: Acquisition and Usage of Cellular Telephones and
Wireless Broadband Air Cards

NUMBER: BUL-1612.1

ISSUER: Megan Klee, Chief Information Officer
Information Technology Division

DATE: March 22, 2006

POLICY: The purpose of this policy bulletin is to advise employees of the guidelines for acquisition and use of cellular telephones and/or wireless broadband air cards for connectivity to the Internet and to District applications. Included is the process for employees to reimburse the District for personal calls made from District cellular phones.

GUIDELINES: The District receives volume discounts under the District's cellular service contract. In order to reduce District costs, the following actions are required by all District Schools and Offices:

All new cellular telephone and wireless broadband service and all associated equipment, must be acquired through ITD's Telecommunications Branch cellular service contract.

All existing cellular accounts not currently on the District cellular service contract and maintained through ITD's Telecommunications Branch are required to be terminated at the end of their current contract term and moved to the District's cellular service contract. The processing of payments for service associated with accounts not currently under the District's contract with Verizon Wireless is the responsibility of the location using the service. A purchase order is required to cover the charges for the entire fiscal year or the remaining contract term, whichever is shorter.

All Divisions/Offices/Schools shall at least annually review who is assigned cell phones and/or broadband wireless air cards to determine if there is an ongoing legitimate need or requirement for the phone/service to perform the individual's job. The annual review should include an analysis of the monthly usage rate to meet the ongoing objective of reducing recurring costs. No plan will be increased to meet personal usage needs.



All users of District provided cellular service for cellular and/or wireless data transmission must be in compliance with the following District policies/bulletins:

Bul-1612	Cellular Policy
Bul-999	Acceptable Use Policy
Bul-1077	Information Protection Policy
Bul-1553	Security Standards for Networked Computer Systems Housing Confidential Information
Bul-1759	Authorized Internet Service Provider (ISP) Connections To District Locations
Bul-K-24	LAUSD Firewall Policy

Cellular Telephones

The District only approves the purchase and use of basic cellular telephones. A list of the current models available may be obtained from the Telecommunications Branch. Combination phones, i.e. cellular telephones combined with PDAs, Blackberry service, and car kits are not included. Push-to-talk capability is available when required.

A cell phone should only be issued to individuals with a legitimate need for a cell phone to do District business. Cell phones should not be issued because of an individual's position/status, but only because of the need for the cell phone to do their job, or because of the "on-call" status of the individual.

Personal use of cellular telephones is permitted on a limited basis and only if that person is authorized and/or assigned the equipment. The employee authorized to have a cellular telephone must reimburse LAUSD for all personal calls on the District phone any month their total usage exceeds their basic plan. Reimbursement shall include all airtime charges, dial-tone charges, and applicable taxes and surcharges for non-LAUSD business (personal) calls during that month.

Broadband Wireless Air Cards

The District approves the use of wireless air cards for Internet connectivity for instructional purposes. Broadband access is an acceptable solution when wired access at a District school, classroom, other instructional area, or office location is not available. As with cell phone, a wireless laptop air



card allowing Internet access is to only be used for conducting District business. Personal use is not permitted.

Wireless access, using the District's current contract, allows access to District applications and the Internet. All access is routed through the District's network ensuring compliance with District policies and the Children's Internet Protection Act (CIPA). All usage will be monitored for compliance.

Wireless air cards should only be issued to individuals with a legitimate need for remote access to District applications and internet connectivity to conduct District business. Wireless air cards should not be issued because of an individual's position/status.

Note: When E-rate discounts are applied to broadband wireless services, access is only allowed from eligible schools and instructional support locations.

- PROCEDURES:**
- A. Acquisition. Access the Telecommunications Branch's Cellular Telephone website at LAUSDnet by clicking on this link [Cellular Telephones and Air Cards](#). At the website, select *Cellular Telephone & Air Card Order Form*. This form will provide information on the available cellular telephones, wireless broadband air cards, accessories, and calling plans. The order form can also be obtained by contacting the Telecommunications Branch at 213 241-2525.

Once the order form has been obtained, follow the instructions to select the cellular plans, phones, accessories, and air cards that are to be ordered. The requesting location will be required to provide a funding line for the purchase of the equipment. Also required is a funding line to cover the monthly cell plan charges. After the order form has been completed, e-mail the form to CellularUnit@lausd.net.

The Cellular Unit at the Telecommunications Branch will convert the order request to a Purchase Order (PO). Once the PO has been created, the order will be placed with Verizon Wireless. The equipment will be available for pick up at the Cellular Unit approximately two weeks after the order form has been returned.

- B. Activation. The Cellular Unit will inventory and activate the cellular phone/wireless air card upon receipt from the vendor. The Cellular



Unit will notify the requesting location when the equipment is ready for pick up. ITD's Telecommunications Branch will be LAUSD's authorized signatory with the cellular telephone carrier. Instructions for use of the wireless air card and the set up for the laptop will be provided at the time it is distributed.

- C. Billing. Billing detail and cost allocation for the Verizon Wireless account is handled through the Telecommunications Branch. This department provides each Division/Branch Supervisor with a copy of the monthly cellular phone bill. This bill provides detail on calls charged to each cellular phone.

Whenever a plan exceeds allowable minutes during a given month, each Division/Branch Supervisor is responsible for internal reviews to identify and obtain reimbursement, at the current per minute rate, for all personal cellular telephone usage. A personal check to reimburse any personal calls, made payable to Los Angeles Unified School District, and Attachment A shall be forwarded to the Business Accounting Branch (Cash Receipts Unit) at the Beaudry Headquarters. Be sure to include the funding line that is used to pay for the monthly cellular service so this can be credited back to your fund.

At the beginning of each fiscal year the estimated monthly service charges for the entire year will be encumbered through the Job Cost process. Locations must provide a funding line with an adequate total to cover the estimated charges. Cellular service will be terminated if there are inadequate funds. If for any reason the requesting location terminates an account prior to the end of their contract period, an early termination fee of \$175.00 will be imposed by the cellular vendor.

- D. Lost or Stolen Equipment. If a cell phone or wireless air card is either lost or stolen, the department using the device is responsible for all charges up to the time the loss is reported to the Telecommunications Branch. If a replacement phone or wireless air card is required, the purchase price and taxes will also be charged to that department.

ASSISTANCE:

For assistance, please contact Pam Anderson, Telecommunications Branch at (213) 241-2525.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Policy Bulletin

Attachment A

To: Cash Receipts Unit
Business Accounting Branch
333 S. Beaudry Av., 26th Floor, Los Angeles, CA 90017

From:

Tel# _____

SUBJECT: Request to deposit checks
For Fiscal year: _____

Please use the following accounting lines to process the attached check(s).
Please use separate page for Fund 009 checks.

VENDOR CODE: 124981

Tel. No.	Payer	Fund	Area	Orgn/Loc	Program	Object	Check Amt

Approved by: _____

Signature: _____

Date: _____