

Members of the Board

District # 1
ROBIN SMITH-MARTIN

District # 2
ANDY GRIFFITHS
Vice Chair

District # 3
DR. R. DUNCAN MATHEWSON, III

District # 4
JOHN R. DICK
Chair

District # 5
RONALD A. MARTIN



DR. JESUS F. JARA
Superintendent of Schools

Monroe County School District – Application for Wireless Communication Device (WCD)

Your signature below verifies that you have read and understand the District Cell Phone Policy and agree to comply with the guidelines, procedures and responsibilities outlined in the District Cell Phone Policy and the responsibilities explained below:

User Responsibilities

1. I am responsible for following related Monroe County School Board Cellular Phone Policy and carrying out administrative cellular device/service procedures.
2. I am assigned this equipment in support the business activities of the school district and I am responsible for its safekeeping, care and potential replacement, if negligently lost or abused.
3. I agree to reimburse the school district for any personal use of the device, as described in MCSB policy 7530.01V5.
4. I will not “loan” or otherwise make available my cell phone to non-district personnel except in cases of emergency or when prudent judgment dictates.
5. I am responsible for all usage on my device/service.
6. I will use a School District Land Line, if available nearby, except when 2-way functionality is more efficient, effective and cost neutral.

Review Procedures

1. Cellular device user
 - a. I will review my monthly invoice to identify and make reimbursement for any personal use of the service.

General Expectations

1. Improper use of cellular device can be considered misappropriation of School District funds which may result in disciplinary action.
2. A cellular device user must surrender the cellular device upon termination of employment (i.e. retirement or voluntary/involuntary termination) or upon re-assignment to another school/department. At this point, no further use of the cellular device is authorized.

241 Trumbo Road • Key West, FL 33040
Tel. (305) 293-1400 • Fax (305) 293-1408
www.KeysSchools.com

Monroe County School District – Application for Wireless Communication Device (WCD)

Cellular device User: _____ Date: _____
(Signature)

Print Name Title

Superintendent/Designee: _____ Date: _____
(Signature)

241 Trumbo Road • Key West, FL 33040
Tel. (305) 293-1400 • Fax (305) 293-1408
www.KeysSchools.com