

NEW MEXICO SCHOOL FOR THE ARTS  
HIGH SCHOOL

**CELLULAR TELEPHONES (Owned by NMSA) POLICY**

The school will choose service providers that are most beneficial for the school's operations. Cell phones are intended "for Official use only." Usage habits and appropriate use of school cell phones will be monitored.

All cellular telephone equipment and service must be approved and periodically reviewed by the Head of School or designee.

The bill for each cell phone user will be reviewed each month. On the occasion where a personal call is made or received, the following reimbursement procedures apply:

- Monthly, each cell phone user will receive a copy of their phone bill. Occasionally, a personal call might be made or received by the person to whom the cell phone is issued.
- Personal phone calls are defined as calls that are not directly job related.
- Each cell phone user is required to review their phone bills for personal calls and to reimburse the school for any associated costs.
- Each cell phone user will be required to sign each bill indicating that the bill was reviewed and submit a check payable to "NMSA" for the total amount of all personal reimbursable calls reflected in the monthly phone bills if applicable.

Note: This reimbursement procedure is not intended to authorize personal use of NMSA cell phones; rather, it is intended to require reimbursement for those instances when a personal call is received or placed.

This Cellular Telephones (Owned by NMSA) Policy was amended by resolution of the governing Council of the School, effective as of July 11, 2014.

NEW MEXICO SCHIOOL FOR THE ARTS:

ATTEST:

  
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SHERRY THOMPSON, Chair  
Of the Governing Council

  
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PAULA TACKETT, Secretary  
Of the Governing Council