

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Electronic Communication Device Procedure	
Procedure No. 7550-01-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7550.01 "Use of Electronic Communication Devices (ECDs)"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.
 In compliance with Board policy 7550.01 "Use of Electronic Communication Devices (ECDs)", the following administrative procedures have been developed by the ITM Department. These procedures help ensure that ECDs, such as smartphones, etc, can be used to enhance educational and business efficiencies but also ensure responsible and cost-effective use.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone:	Cell phone:
<i>Describe responsibilities:</i> <i>To ensure employees who require use the Electronic Communication Devices are using ECDs responsibly and in a cost-effective manner to protect CPS resources.</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. *An employee or contractor who is requesting an electronic communication device completes the Electronic Communications Device (ECD) Usage Agreement, including supervisor approval, and submits to ITM.*
2. *ITM review the request and approves/rejects the request based on criteria in the policy.*
3. *If approved, ITM sends the employee instructions to acquire and set up the ECD.*
4. *Upon resignation/termination of an employee, each supervisor is*

responsible for collecting the exiting employee's ECD.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. ECD Request Form and Usage Agreement	<u>ECD Request Form and Usage Agreement</u>	
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.