

Business/ Non-Instructional Operations

Cell Phones

Cellular phones (“cell phones”), which may be either smartphones or flip phones, are assigned to employees whose positions require the use of a cell phone in order to carry out their daily responsibilities. Cell phones must be authorized in writing in advance by division directors or, in the case of CREC Magnets or Student Services schools, by school principals or directors. Personal use of CREC-issued cell phones should not result in additional charges to CREC. Any incremental charges resulting from personal use will be the responsibility of the employee. All cell phones will be purchased through CREC’s mobile plan currently in effect.

Policy adopted: March 21, 2007
Revised: April 20, 2022

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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Procurement and Deployment

Cell phones are procured using a State of Connecticut contract or other competitively bid contract for cell phones and service.

The procedure to order a cell phone and service is as follows:

- Division Directors, Program Managers and/or Principals who have approved the acquisition of a cell phone will send a Help Desk ticket requesting a cell phone.
- Requests for a smartphone with new line of service require approval via email from a member of the executive leadership team.
- Indicate within the Help Desk ticket the full name of the employee, the CREC program in which the employee works and the account code to be used for charge back.
- CREC Technology Services will submit an order with the current cell phone carrier.
- The cell phone vendor typically provides a selection of devices that are discounted or free of charge when activated with a new line of service.
- Accessories such as headsets, additional chargers and phone cases can also be requested. The program in which the user works will pay costs incurred for requested accessories. When purchased through the cellular vendor, charges for accessories are billed via the monthly invoice to the corresponding line/device.
- The requesting program will pay for the cost of any device or any upcharge if they choose NOT to select one of the 'free' or discounted devices that are offered by the carrier when starting a new line of service.
- Cellular devices must be activated by CREC Technology Services before delivery.
- Unused cellular devices and accessories must be returned to CREC Technology Services when no longer in use.
- To complete the order, an email or call will be made informing the user to come to CREC Central to pick up the device.

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