





## New Frontiers Charter School

BUILDING MIND, CHARACTER AND COMMUNITY

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4018 South Presa San Antonio, TX 78223  (210) 532.7633  (210) 533.5077

### **Cellular Telephone Agreement 2016-2017**

I \_\_\_\_\_ understand that I am being assigned a New Frontiers Charter School cellular telephone and that I am being held solely responsible for keeping it in good working condition, using it responsibly and paying all monies owed as billed to me. I also understand that the unit is being assigned to me in order to enhance the communication and working relationship with student, parents, administrators, community partners, and other employees. I respect that this is a privilege to me that I will NOT abuse.

In the event that I am no longer employed with the New Frontiers Charter School, or am taking a leave of absence, I understand I must turn in the cellular telephone assigned to me to the Business Department at Central office on the day of termination or leave, by 5 PM.

New Frontiers Charter School will pay the total monthly cellular telephone cost with E- rate funds, providing that I stay within the parameters of my calling plan. My calling plan includes 400 minutes (in/ out calls) per month. Other additional features included but not limited to, be as follows:

- Free in/ out calls and long distance service during weekends. (Weekends start on Friday 7 PM to Monday 7 AM)
- Free in/out calls are free Sprint to Sprint 24 hours a day. (always)
- Unlimited text messaging
- National unlimited national long distance nights and weekends starting at 7PM – 7AM
- Unlimited internet

New Frontiers Charter School will NOT pay, but not limited to, the following items that may be billed to your cellular telephone account. Those are as follows:



- Cost incurred over the 400 minutes assigned
- International calls
- Any long distance calls out of the Sprint coverage area
- Roaming charges/overages or any out of the Nextel/ Sprint coverage area
- Toll charges, directory assistance and other charges not included in the calling plan
- Down loading games, music, etc.

I understand that I must pay the cost to replace the cellular telephone unit assigned to me should mine be lost, stolen, or damaged. If this occurs, I must submit a memorandum to the Business Department at Central Office requesting to have the cellular telephone replaced. It is understood that I must also advise the Finance office that the cellular telephone assigned to me has been lost or stolen in order to have the service terminated immediately in order to prevent the misuse of school property.



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Fees incurred due to misuse of the cellular telephone under the terms specified in this agreement and/or due to a lost or stolen unit, I authorize the New Frontiers Charter School to deduct all fees and cost associated with the conditions directly from my next payroll check. All fees and cost will be deducted in one lump sum.

I further understand that the cellular telephone I am given today is School and Government Property. Therefore it is subject to random inspection by the school and other governmental agencies. This property is also subject to all and any open records request by the public at any given time. Therefore, communications conducted using this cellular telephone is NOT private. If personal phone calls are necessary, they should be kept to a minimum. The usage of this cellular telephone is as follows:

- Monday – Friday, phone must be in service from 7:30 AM to 7:30 PM
- Saturday – Sunday, phone must be in service from noon to 5 PM

Be it understood that the New Frontiers Charter School may suspend the cellular telephone privileges with or without CAUSE.

\_\_\_\_\_ Yes, I accept the cellular telephone being assigned to me, and all of the terms and conditions without exceptions.

\_\_\_\_\_ No, I do not accept the cellular telephone.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Cellular #

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*\*\*\*I understand that I may submit a memorandum to the Human Resources Department at Central Office in order to explain any unusual circumstances in the billing invoice. The content of the memorandum must be business related and should explain that the costs or fees incurred could not have been avoided, thus requesting that the charges be waived and paid by the New Frontiers Charter School. Memorandum will be reviewed by the Human Resources Department and a final decision will be issued by the Chief Executive Officer of the New Frontiers Charter School.\*\*\**