

# Uniserv Rep Jim Gow's guide to using personal cell phones for district business

***Avoid using your personal cell phones for district business.***

No one can be required to allow the Kennewick School District's IT Department to download information from a personal cell phone unless the educator chooses to do so. ***The KEA strongly recommends against doing that.***

The district has access to all your school e-mail, so you don't need to provide district e-mail from your personal device.

The specific terms used in the records request are *very important*. You should work with KEA and not respond until the district provides a copy.

Requests for information from cell phones only apply to work-related communications specifically about the student(s), other individuals, or situations named in the request.

You do not need to provide non-work-related personal communications.

The process outlined by the WEA attorneys is for educators to search personal devices only for requested information and collect it by taking screen shots, or by using other methods, to retrieve the information off the device. [*Side note: I often e-mail the content of texts to my personal phone if I need to retrieve them. If you choose this method, only do this for personal – i.e., non-district – e-mail.*]

If you find anything relevant matching the specific information you've been requested to provide, only provide it electronically or via hard copy.

Include a signed statement that you searched your device and provided all relevant information based on the request.