

Employees Acceptable Use of Personally Owned Electronic Communication Devices

Overview: This policy governs an employee's use of electronic devices during the workday and during other assigned duty times including, but not limited to, instructional time, school-sponsored programs or activities, meetings, in-service training, parent/teacher conferences, or any other time where there is a reasonable expectation of quiet and/or attentiveness.

The possession and use of personally owned electronic communication devices by District employees may be appropriate in some instances. However, the use of such devices by District employees can also have the effect of distracting and disrupting the employee and others. These devices may also lead to disruptions in supervision and the educational process.

Definitions: An 'electronic communication device' includes cellular and PCS telephones, camera telephones, Personal Digital Assistants (PDAs), two-way radios or video broad casting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Description: Employees are expected to use electronic communication devices in an ethical and responsible manner, and in compliance with all applicable federal, state and local laws and regulations. Employees are also to refrain from subjecting others at school and at District- or school-sponsored activities from video or audio capture, recording, or transmission of others' words or images without express prior notice and explicit consent for the capture, recording or transmission of such words and images. Employees may carry and use personally owned electronic communication devices on school property subject to rules and regulations promulgated by the Board of Education. Employees who violate this policy may be subject to disciplinary action.

Electronic communication devices should not be used during scheduled work hours and Extra Duty Contract hours except under the following conditions:

- when being used for instructional purposes
- during school-related emergencies or school-related situations that require prompt communication to ensure health and safety
- during personal emergencies with pre-approval from the Superintendent, the building principal or designee
- during normal break times, lunch times and preparation times

Employees operating a school bus, or any other District-owned or leased vehicle, are prohibited from operating the vehicle while using an electronic communication device, whether personally owned or District-issued, except

- during an emergency situation
- when the school bus or other vehicle is parked
- (after stopping the vehicle) to call for assistance if there is a mechanical breakdown, other mechanical problem, or if student information is needed

If a District-owned phone rings while you are driving a District vehicle, do not answer it immediately. Pull over safely and stop the vehicle. Then push the SEND button on the cell phone.

Adopted: May 11, 2010