

EMPLOYEE USE OF ELECTRONIC COMMUNICATION DEVICES

This policy applies to both district-owned and personal cell phones as well as personal digital assistants (PDA), smart phones, and other devices that have communication capability. Use of these devices includes receiving as well as sending calls or text messages and accessing the Internet.

I. District-Owned Electronic Communication Devices

District-owned electronic communication devices may be provided to employees with appropriate supervisory approval when job functions require such issue. Criteria for issuance of a district-owned electronic communication device include but are not limited to job mobility, communication needs, accessibility requirements and productivity. The District recognizes that there may be circumstances that require personal use of district-owned electronic communication devices.

District-owned electronic communication devices are to be used during the work day primarily for:

- emergency situations,
- official district business, communicating with administration, staff members, parents or for other district activities,
- occasional personal use during non-duty break times or outside contracted work hours when no other forms of communication are feasible and such use must not interfere with district business.

District-owned electronic communication devices are not to be used:

- during classroom instructional time or when students are present unless it is for an emergency or the call is an integral part of a learning activity,
- by students,
- for personal entertainment,
- in locker rooms or restrooms at any time, except for emergency purposes,
- if a conventional district telephone is readily available,
- for private business ventures, personal gain, political promotion or campaigning, or any illegal activity,
- when using any equipment where loss of attention could lead to an accident or injury,
- while driving a district-owned vehicle for district business unless a hands-free device is used.

Employees must reimburse the district for any charges that accrue from personal use of district-owned electronic communication devices. Such reimbursement shall be made within the regular or next billing cycle.

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II. Personal Electronic Communication Devices

Employees shall, whenever possible and practicable, use district telephones provided in each classroom and office. Use of an employee's personal electronic communication device may be necessary from time to time for employees who are required to travel or serve multiple sites within the district. To be eligible for reimbursement for the cost of using a personal electronic communication device for district purposes, the employee must have been granted prior administrative approval.

When authorized for personal use during the work day, electronic communication devices shall be used primarily for:

- emergency situations,
- official district business, communicating with administration, staff members, parents or for other district activities, that cannot be conducted from a regular district telephone,
- occasional personal use during non-duty break times or outside contracted work hours when no other forms of communication are feasible and such use must not interfere with district business.

Personal electronic communication devices are not to be used:

- during classroom instructional time or when students are present unless it is for an emergency or the call is an integral part of a learning activity,
- by students,
- for personal entertainment,
- in locker rooms or restrooms at any time, except for emergency purposes,
- if a conventional district telephone is readily available,
- for private business ventures, personal gain, political promotion or campaigning, or any illegal activity,
- when using any equipment where loss of attention could lead to an accident or injury,
- while driving a district-owned vehicle for district business unless a hands-free device is used.

Employees in violation of this policy may receive progressive discipline in accordance district policy and/or any negotiated labor agreements where applicable. Principals and other administrators shall annually inform District staff of this policy. Newly hired staff shall be informed of this policy when hired.

Cross Reference: #5131G – Guidelines to Student Rights and Responsibilities
 #6150 – Technology Acceptable Use Policy
 #6150G – Guidelines for Technology Acceptable Use
 #6151 – Staff E-Mail

Adopted: May 14, 2008