

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF WIRELESS DEVICES  
BY EMPLOYEES

ADOPTED:

REVISED:

	<b>711. USE OF WIRELESS DEVICES BY EMPLOYEES</b>
1. Authority	The Board endorses the use of certain wireless devices by district personnel/ employees in support of the general welfare and the instructional program of the school.
2. Delegation of Responsibility	<p>The Board authorizes the Superintendent to enforce guidelines to regulate the use of wireless devices by employees. The Superintendent may delegate responsibility for the enforcement of this policy to the appropriate school district officials.</p> <p>Employees must use discretion in the use of those devices so that the program will not be disrupted.</p>
3. Guidelines	<p>Cellular phones may be used to make brief calls which are necessary for carrying out professional, personal, or family obligations and responsibilities. It is understood that these calls should be limited and should only be made during periods of nonassignment. The periods of nonassignment are as follows: for support staff during lunch/dinner or scheduled breaks; for professional staff during preparation periods, lunch or before and after student arrival time.</p> <p>At no time should calls be made in front of students, nor should they interrupt assigned duties.</p> <p>Receiving calls on cell phones is strictly prohibited unless given prior, written approval by the building principal.</p> <p>Use of beepers, paging devices and any other similar wireless communication devices is prohibited unless given prior, written approval by the Superintendent or designee.</p>