STAFF RESPONSIBLE USE

The expectation for staff use of District owned electronic devices used anywhere and personal owned electronic devices used on District property are in Policy ACDA: Technology, Computer and Network Facilities Acceptable Use Policy. In addition to ACDA the following apply:

General Prohibitions

Use of an electronic device in an area where others have a reasonable expectation of privacy such as a lavatory or locker room is strictly prohibited.

Inappropriate use of any electronic devices by staff is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in Policy ACDA, dismissal, and referral to law enforcement officials, as appropriate in accordance with law. Inappropriate use shall be determined by school administration and includes, but is not limited to, violations of the prohibitions established by this policy and by Policy ACDA.

The District should contact legal counsel prior to searching an employee's personal electronic device.

Use of Electronic Devices While Driving

All employees are prohibited from conducting district business through the use of electronic devices while driving. School bus/vehicle drivers are prohibited from operating a bus/vehicle while using an electronic device. These prohibitions do not apply to the use of cellular phones in the following instances:

1. During an emergency situation;

2. To call for assistance related to a mechanical problem or breakdown.

In such instances, the driver shall only use a cellular phone if the bus/vehicle is parked unless the nature of the emergency situation prohibits this.

The prohibitions under this section do not apply to use of a fleet management system or dispatching device.

Emergency Use

Staff members are encouraged to use any available communication device in the event of an emergency that threatens the safety of students, staff, or other individuals.

Complementary Documents

- ACDA: Technology, Computer, and Network Facilities Acceptable Use Policy

End of Tioga PSD #15 Policy DEAD...Adopted: 09/25/2017