

EMPLOYEE USE OF ELECTRONIC COMMUNICATION DEVICES

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase of employee use of such devices, as deemed appropriate by the Superintendent.

District-Owned Cellular Telephones and Devices

District-owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District. Employees issued a cellular telephone are responsible for its safekeeping at all time. Defective, lost or stolen cellular telephones are to be reported immediately to the Business Administrator, who will in turn, notify the service provider.

Emergency Use

Staff and students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

Personal Cellular Telephones and Devices

District employees are prohibited from use of cellular telephones and electronic communication devices during work time. Personal use of privately owned cellular telephones and/or electronic communication devices are restricted to lunch breaks or other such times when the employee is not on duty/work time unless it is work-related (i.e. parent communication, vendor, district staff).

If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with terms of the collective bargaining agreement and Board policies.

School Bus Operation Saf-C 1306.05

While on duty, each school bus driver shall not: Use a cellular phone while the bus is in motion; and use any television viewer, screen or other means of visually receiving a television broadcast or recorded video signal while that bus is in motion.

School Owned Vehicles

District employees using district-owned vehicles are prohibited from texting and initiating (making phone calls) use of electronic communication devices while driving.

First Reading: April 5, 2012

Second Reading: April 19, 2012

Adopted: April 19, 2012