

## **STAFF USE OF ELECTRONIC DEVICES**

### **Definition**

For the purposes of this policy:

- An *electronic device* includes, but is not limited to, cell phones, pagers/beepers, laptops, and/or any other technology that transmits a signal.

### **Personal Electronic Devices**

Employees use of personal (i.e, employee owned) electronic devices for personal use while on duty should be done sparingly. Personal use should never take place during a time that a staff member is assigned to monitoring students. An exception exists when the employee is in attendance as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. The Superintendent may develop additional exceptions to this prohibition in administrative regulations.

### **District-Owned Electronic Devices**

The above limitation does not apply to authorized employee use of District-owned electronic devices. Employees have no expectation of privacy when using District-owned electronic devices, and the District reserves the right to review any communication sent or received on district-owned electronic devices. Employees shall agree to abide by the rules established under this policy and the acceptable use policy as a condition of using district-owned electronic devices.

### **General Prohibitions**

Use of any electronic device in an area where others have a reasonable expectation of privacy is strictly prohibited. This includes, but is not limited to, restrooms and locker rooms. Use of electronic recording devices during student meetings and other meetings of a confidential nature should only happen with the permission of an administrator and all participants.

Inappropriate use of any electronic device by staff is subject to disciplinary action including, but not limited to, revocation of the privileges granted in this policy, 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 limits established by this policy and by the acceptable use policy.

### **Use of Electronic Devices While Driving**

All employees are prohibited from conducting District business through the use of cell phones while driving. School bus/vehicle drivers are prohibited from

operating a bus/vehicle while using a cell phone. 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.

### **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.