

**CELL PHONE USE DURING WORKING HOURS**

The Milford School District Board understands that cell phones are ingrained in the culture and that employees feel the need to possess cell phones at the workplace. Possession of cell phones in school is considered a distraction to learning. For these reasons, the Board has adopted the following workplace policy for Milford School District employees:

1. Employees may have cell phones in their possession during the employee work day; they must be set on silent or vibrate and should not be visible.
2. Cell phones may be used by professional staff when students are not under their supervision i.e. planning, unassigned time, and duty free lunch time. Use during times when students are under their supervision (class time and change of classes) is prohibited. Cell phone use during professional meetings (PLC's, faculty meetings, parent conferences) is prohibited. Cell phone use by staff after or before the start of the school day is permitted.
3. Non-instructional support staff (custodians, secretaries, etc.) will limit cell phone use to break time, lunch time, and before and after work hours.
4. All employees including administrators should refrain from using cell phones in the presence of students.
5. Exceptions to this policy may be made on a temporary basis by the building principal. In emergency, crisis, or situations involving need for a rapid response, administrators or their designees may be exempt from this policy.
6. Professional staff may use their cell phones to take pictures of students or to engage students in instructional activities provided they follow the district guidelines regarding student photography.

APPROVED: 2/25/14