

## 4118.41/Staff Possession and Personal Use of Wireless Communication Devices

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **4000**  
CATEGORY: **Personnel – Certified and  
Non-Certified**  
POLICY CODE: **4118.41/Staff Possession and  
Personal Use of Wireless  
Communication Devices**

### STAFF POSSESSION AND PERSONAL USE OF WIRELESS COMMUNICATION DEVICES

#### Policy Statement

The Trumbull Board of Education recognizes that the use of wireless communication devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff, and others while on District property or engaged in District-sponsored activities.

The Board of Education defines wireless communication devices as those that have the ability to send and receive information utilizing radio frequencies, such as cell phones, pagers, personal data assistants (PDAs), laptop computers with cellular/phone capability, two-way radios, walkie-talkies, and any new technology developed for similar purposes.

Use of personal wireless communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in appropriate disciplinary action.

Adopted: 5/18/2004  
Revised: 2/28/2017

#### References

- Trumbull Board of Education Emergency/Disaster Guidelines Flipchart
- Trumbull Board of Education Policy Code 6114: Disaster

## **4118.41/Staff Possession and Personal Use of Wireless Communication Devices**

### **Regulations**

Staff possession and use of personal wireless communication devices shall conform to the following guidelines:

1. The staff is prohibited from the use of personal wireless communication devices while they are performing their assigned duties with students.
2. Personal wireless communication devices may not be used during the time that staff are assigned students (homeroom, class time, duty periods) or at regular duty assignments.
3. During meeting times, personal wireless communication devices should be set on silent mode and be used only for personal emergencies.
4. Personal wireless communication devices may be used during planning periods, lunch periods, any other non-instructional time without students, and after the regular workday.
5. This policy does not affect staff members who are assigned District-approved wireless communication devices for official use or the use of District-purchased wireless communication devices meant to be used for instructional purposes.
6. Staff is encouraged to use any available wireless communication device in the event of an emergency that threatens the safety of students, staff, or other individuals, except in the case of a building bomb threat.