

STAFF CONDUCT  
CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES USED DURING  
WORKING HOURS

The Indian River School District Board understands that cell phones and electronic communication devices (ECD) are ingrained in the culture and that employees feel the need to possess cell phones and electronic communication devices at the workplace. Since possession of cell phones/ECD in school can be a distraction to learning, the staff needs to set an example regarding personal use of cell phones/ECD at school. For these reasons, the Board has adopted the following workplace policy for the Indian River School District employees:

1. Employees may have cell phones/ECD in their possession during the employee work day; they must be set on silent or vibrate.
2. Cell phones/ECD may be used by instructional staff when students are not under their supervision i.e. planning, unassigned time, and duty-free lunch time/personal time. When students are under their supervision, cell phones should be used for instructional purposes, emergencies, or other school business only.
3. Non-instructional support staff (custodians, secretaries, etc.) should limit cell phone/ECD use to break time, lunch time, before and after work hours unless work related.
4. 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.

Adopted 10/20/09  
Reviewed 3/9/15, 3/13/23  
Revised 6/24/19