

THIEF RIVER FALLS PUBLIC SCHOOLS

460 APPROPRIATE USE OF CELLULAR PHONES/SMART PHONES (CP/SP) BY DISTRICT EMPLOYEES

I. PURPOSE

This policy governs the use of Cellular Phones/Smart Phones (CP/SP) and the like, by all School District employees while they are on duty. The use of a portable communication device in the workplace is a privilege, not a right. The purpose of this policy is to ensure that employees use CP/SP in a manner that does not adversely affect productivity, the supervision of students, or the privacy interests of any person.

The following employees are exempt from this policy: superintendent; principals; assistant principals and employees holding director level positions.

II. APPLICATION

This policy applies whenever an employee is “on duty.” For purposes of this policy, an employee is “on duty” at all times during the employee’s entire duty day, except during any unpaid lunch break, paid preparation time or during any paid break period for an hourly employee. An employee is also “on duty” whenever the employee is acting in the capacity of a District employee, and whenever the employee is responsible for the safety or supervision of any student at any school sponsored event or activity, including but not limited to extracurricular and nonacademic events and activities. Employees may not use a CP/SP for any reason while driving a school vehicle. If an emergency occurs while an employee is driving, the employee must pull over before using a CP/SP to report the emergency.

III. ACCEPTABLE USES

The School Board recognizes that the job duties of certain administrators, including the superintendent, building principals, assistant principals, and employees holding director level positions, require regular and sometimes immediate contact with parents, students, employees, volunteers, and outside agencies. As a result, such administrators are authorized to use a CP/SP during the duty day to facilitate the performance of their job duties and for incidental personal use that does not interfere with the performance of their job duties.

Employees may use a CP/SP to report a crime or to report or respond to an emergency situation.

In addition, an employee may use a CP/SP in the classroom for educational purposes and/or in order receive notice about unusual and temporary situations, such as a family health crisis or the pending birth of a child. An employee who is responsible for supervising

students must not use a CP/SP in a manner that results in students being unsupervised or supervised inadequately. Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times.

Board Adopted: 05/2013

Board Reviewed: 10/2017

Scheduled Review: 10/2021