

Operational Services

Administrative Procedure - SEDOL Cell Phone Usage

SEDOL cell phones are for calls that are required for SEDOL business only. During SEDOL operating hours, classroom or building phones will be utilized as the first option for calls. SEDOL cell phones are to be set on 'Vibrate' during SEDOL business hours (i.e. office, meetings).

Itinerant staff and staff members in the community with students shall be permitted to leave SEDOL cell phones in 'Vibrate' mode.

During SEDOL working hours, staff will refrain from using a SEDOL cell phone while operating any vehicle, per 625 ILCS 5/12-610.2.

Staff members provided with a SEDOL cell phone will be responsible for any charges over the contract amount.

Personal Cell Phone Usage

In SEDOL-operated buildings, personal cell phones are to be turned off when students are present so as not to disrupt the instructional process. Sector staff and itinerant staff are required to follow the procedures/policies mandated within their assigned district building.

As a courtesy to all staff, during non-instructional hours, all personal cell phones should be set on 'Vibrate' (i.e. office, meetings).

Itinerant staff and staff members in the community with students shall be permitted to leave personal cell phones in 'Vibrate' mode.

Each SEDOL building principal shall have a procedure developed for the emergency access of personal cell phones within their building. This procedure will be distributed to all SEDOL building staff.

During SEDOL working hours, staff will refrain from using a personal cell phone while operating any vehicle except: 1) during an emergency situation; 2) to call for assistance if there is a mechanical problem; and 3) when the vehicle is parked. This applies whether or not the staff member is transporting a SEDOL student.

Dated: November 2014