

PHONES AND OTHER COMMUNICATION DEVICES

The District's policy covers phone usage while at work, including the use of cellphones and other communication devices while operating motor vehicles.

1. Personal Use of Communication Device

Personal phone calls, messages, texting, audio/video recording, and other features of an employee's private cellphone/communication device or the District's equipment, are restricted to authorized break periods, except under obvious emergency situations. Excessive personal calls can result in lost productivity and distract fellow employees. District-issued cellphones/communication devices are to be used only for official business reasons.

If an emergency situation arises and the District-issued cellphone/communication device must be used for personal reasons, and the employee is not able to obtain prior authorization from a supervisor, the employee is required to notify the supervisor as soon as is practicable. The employee is required to furnish the reason for the emergency communication and, if requested, the contact information of the recipient. Violation of this section may result in the employee being responsible for reimbursing any costs incurred.

Employees are expected to protect the District-issued cellular equipment/communication devices from loss, damage, or theft.

2. Cellphone/Communication Device Use in Vehicles

All employees are expected to follow applicable state & federal laws regarding the use of cellphones or other hand-held devices at all times. Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cellphones/communication devices while the vehicle is in motion, unless using a hands-free device. This includes dialing, answering, and checking messages. Employees are neither required nor expected to use a cellphone while the vehicle is in motion. Safety must come before all other concerns.

Employees shall pull off the road and safely stop before placing or accepting calls, texting, checking and responding to messages, unless they are using hands-free operations/devices. This policy does not include passenger use of cellphones/communication devices.

This prohibition is in effect for both District issued devices and those privately owned by the employee.

3. Phone Use in Business Meetings

Phone use during meetings, unless specifically required and authorized, is forbidden. cellphones/communication devices must be turned off or left in silent mode.

***PHONES AND OTHER COMMUNICATION DEVICES
ADMINISTRATIVE REGULATIONS***

1. Assignment of District-owned cellphones and service plans

The following employees are to be assigned and accessible by a District owned cellphone during working hours. An appropriate service plan will be provided.

- Superintendent, Deputy Superintendents, District Supervisors, Chief Nurse, District Executive Directors, and Fiscal Services Officer
- School Principals, Assistant Principals, and Deans
- Information Technology Personnel
- Bus drivers, mechanics, transportation area leads, and facilitator
- District Maintenance, School Maintenance, and Warehouseman

Others may be permanently or temporarily assigned cellphones by the Superintendent on a case by case basis.

2. Usage

Cellphones owned by the District and used by employees shall only be used for Lyon County School District business.

3. Because it may be beneficial to both the employee and the District for the employee to use a personal cellphone, an employee may request the Superintendent approve the use of a personal cellphone in lieu of a District owned cellphone. If approved, the employee is entitled to reimbursement of up to 75% of the monthly service charge that would have been paid had the employee elected to use a District cellphone contingent upon the following conditions.

- The employee's service plan is equal to or better than the District's plan.
- The reimbursement does not exceed the employee's actual cost.
- The cellphone number is as accessible as a district's number.
- For employees granted a base monthly service time, no reimbursement for the costs or calls beyond the base will be allowed since personal calls most likely contribute to the excess time. Employees are not allowed to conduct personal business by cellphone during their work hours.