

*Electronic Communication Devices: Use by Employees*

Definition:

“Electronic Communication Devices” is defined in the accompanying regulation.

“Operating” for the purpose of this policy means the physical holding or handheld use of a cell phone or other electronic communication device as a phone, for texting, or for any other handheld use of a cell phone or other electronic communication device. Unless otherwise indicated, this definition does not apply to hands-free use of a cell phone or other electronic device.

Authority / Guidelines:

District employees may possess electronic communication devices, as defined in the accompanying regulation, within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The administration shall have the right to regulate the use of all electronic communication devices in addition to the following restrictions:

1. When appropriate, electronic communication devices must be turned off or set in silent mode.
2. Electronic communication devices must not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.
3. Electronic communication devices must not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
4. District employees are prohibited from:
  - i. accessing personal social media sites except during unassigned time;
  - ii. posting to personal social media sites from District property at any time while working even during unassigned time; and
  - iii. posting to personal social media sites, while working during virtual days, and at any other time while working from any location.
5. Except when and where specifically authorized by their supervisor, use of electronic communication devices with video/camera capabilities is strictly prohibited from restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.
6. Pursuant to state law, District employees are prohibited from operating a cell phone or other electronic communication device while driving a motor

vehicle for any reason while it is in motion, or while stopped temporarily due to traffic, a red light, or other momentary delay .

7. District employees are prohibited from operating a cell phone or other electronic communication device while using power machinery on District property.

Notwithstanding the rules set forth in the regulation for this policy, electronic communication devices may be used at any time to respond to or report an emergency situation.

Employees found in violation of this policy may be asked to relinquish their District-issued electronic communication devices. Employees are also subject to discipline in accordance with District procedures.

#### Additional Restrictions for Employees or Contractors Transporting Students

The Transportation Manager shall establish and publish procedures for use of electronic communication devices by transportation employees and contractors.

Contracts with transportation employees and/or providers must require adherence to the District's policies and procedures for use of electronic communication devices.

School bus drivers and any other employees or contractors transporting District students may not operate handheld electronic communication devices at any time while driving a school bus or other vehicle while the bus or other vehicle is in motion or while stopped temporarily due to traffic, a red light, or other momentary delay.

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