

Electronic Communication Devices: Use by Employees

Definition:

For purposes of this Administrative Regulation and the accompanying Board Policy, the following definition shall apply:

“Electronic Communication Devices” shall mean all objects, machines, or pieces of equipment that can take photographs; that can record, store, transmit, receive, reproduce, initiate, or display audio, image, video, or location data, calls, messages, images, or any other form(s) of communications.

Examples of Electronic Communication Devices include smartphones, cellular phones, and any other type of mobile phone; traditional telephones; pagers; global positional system (GPS) instruments; portable game units; graphic calculators; any kind of media player or recorder; any kind of camera or visual recording device, including film cameras; tablet and laptop computers; e-readers, and other similar devices. This designation shall apply even if an individual device is not capable of capturing or transmitting data at a given moment. For the purposes of this Administrative Regulation and the accompanying Board Policy, Electronic Communication Devices may also be referred to as “electronic devices.”

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

Occasions when Electronic Communication Devices Must Be Turned Off

District employees must turn off all electronic communication devices, with the exception of District-issued electronic communication devices, or put those devices in silent mode when the employee is present in a class with students and during school assemblies, except where the use of such electronic communication devices is for educational or instructional purposes and consistent with the employee’s job responsibilities and normal work duties as determined by the employee’s supervisor.

Additional Procedures and Restrictions for Transportation Employees

Bus drivers and other employees and contractors transporting students (collectively “transportation vehicle operators”) must adhere to the following additional procedures and restrictions:

1. Transportation vehicle operators may not drive a while operating a cell phone or other electronic communication device. This includes while stopped temporarily due to traffic, a red light, or other momentary delay.
 - a. Transportation vehicle operators shall use the District-provided two way radio as the primary form of communication
 - b. If a transportation vehicle operator experiences a problem with their radio, the transportation vehicle operator should notify the

contract manager immediately for repairs. All radios should be tested by the transportation vehicle operator before the transportation vehicle operator embarks on their route assignment.

- c. If a transportation vehicle operator does not answer the transportation vehicle operator's radio and there are no pending repair orders for the radio, the transportation vehicle operator may be subject to disciplinary action.
 - d. If a transportation vehicle operator is reported to be operating a cell phone or other electronic communication device while driving, disciplinary action **will** be taken by the transportation contractor. This applies to all trips, including field and sport trips.
2. If necessary to answer an important phone call, the transportation vehicle operator must pull over to a safe place, turn off the motor, secure the transportation vehicle, and only then answer the call.
 3. If the transportation vehicle operator is lost, the transportation vehicle operator should pull over, turn off the motor, secure the vehicle, and receive information from the radio, or if the radio is not available, the cell phone and then disconnect.
 4. If involved in an accident, the transportation vehicle operator shall notify dispatcher for them to call 911 to permit the transportation staff to be in control of the situation.