

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

4225

CELL PHONE USE DURING WORK HOURS

The Milford School District recognizes that mobile devices are widely used in daily life and acknowledges that employees may need access to their cell phones while at work. The purpose of this Board Policy is to ensure the use of cell phones supports a professional, safe, and distraction-free learning environment.

Employee Possession of Cell Phones

Employees may have cell phones in their possession during the employee work day. Devices will be silenced (silent or vibrate) and kept out of sight unless being used in accordance with this Board Policy.

Professional Staff Use

Professional staff may use cell phones only when students are not under their supervision, such as during planning periods, unassigned time, or duty-free lunch. Cell phone use is prohibited when supervising students, including during class, transitions, or any period of student responsibility. Cell phone use is not permitted during professional activities such as PLCs, faculty meetings, parent conferences, or trainings. Use before or after the school day is permitted.

Non-Instructional Support Staff Use

Non-instructional support staff may use cell phones during scheduled breaks, lunch, and before or after their work hours. During active duties, cell phone use will be limited to urgent or work-related needs.

Use in the Presence of Students

All employees, including School Administrators and District Administrators, will refrain from using cell phones in the presence of students unless such use is required for safety, instructional purposes, or other work-related functions.

- Temporary exceptions to this Board Policy may be authorized by a School Administrator or District Administrator. In emergencies, crises, or situations requiring immediate response, School Administrators, District Administrators, or their designees may be exempt from the provisions of this Board Policy.

- Professional staff may use cell phones for instructional activities or student photography only when following all District guidelines regarding student privacy, media permissions, and instructional use of technology.

APPROVED: 2/25/14

AMENDED: 2/23/26

NEXT REVIEW DUE: 2/23/31