

Restrictions on Use of Electronic Devices

1. Use of Cell Phones and Communication Devices While Driving

EASTERN employees can obtain authorization for holding and using a cell phone or similar electronic communication device while driving a vehicle on school business or using power machinery by submitting a written request setting forth the reason for the requested authorization to the employee's direct supervisor. The direct supervisor will review the request and determine whether the use is necessary and appropriate. If the use is necessary and appropriate, then the supervisor will give the employee authorization.

When an employee is authorized to hold and use cell phone or other communication device while driving a vehicle on school business or using power machinery, the employee must operate the device and the vehicle or power machinery in a safe manner so as not to enhance the likelihood of accident.

2. Occasions when Electronic Devices Must Be Turned Off

An employee must turn off all electronic devices, with the exception of EASTERN-issued electronic communication devices, or put those devices in silent, non-vibrating mode when the employee is present in a class with students and during school assemblies.

Adopted: 3/13/13