

Virgin Islands'
Department of
Education

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THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

POLICY NAME	Employee Personal Electronic Communication Device (PECD) Use Policy		POLICY NO.	V1A-07.31.2026
EFFECTIVE DATE	July 31, 2026	DATE OF LAST REVISION	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Director of Human Resources		CONTACT INFORMATION	340-774-0100
APPLIES TO Apply group names to define applicable areas of staff. (l.e: stx employees, HR department, IT, entire stt-sttj personnel)				
GROUP 1	All VIDE Administrators	GROUP 2	All VIDE Faculty	GROUP 3 All VIDE Staff
GROUP 4		GROUP 5		GROUP 6

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				

APPROVAL AND REVIEW

Legal Counsel



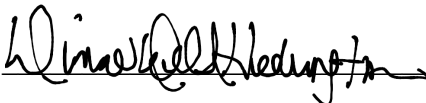
Date: July 31, 2026

Assistant Commissioner



Date: August 3, 2026

Commissioner



Date: 09/16/2026

SCOPE

This policy applies to all Virgin Islands Department of Education (VIDE) administrators, faculty, and staff, collectively referred to as employees.

POLICY STATEMENT

It is the policy of the Virgin Islands Department of Education (VIDE) to maintain a professional, safe, and productive work environment. While employees are permitted to bring personal electronic communication devices (PECD) to the workplace, their use must not interfere with work performance, disrupt others, compromise confidentiality, or create safety hazards. PECDs should be used responsibly and in alignment with this policy, respecting VIDE's mission of serving the students and families of the Virgin Islands.

TERMS AND DEFINITIONS

TERM	DEFINITION
GVI	Government of the Virgin Islands
VIDE	Virgin Islands Department of Education
Personal Electronic Communication Device (PECD)	Includes, but is not limited to, cellular phones, tablets, gaming devices, cellular hotspots, computers, and other electronic devices used for transmitting audio, video, data or texts.

POLICY SECTIONS

PURPOSE

The purpose of this policy is to:

- Ensure that personal electronic communication device (PECD) use supports, rather than detracts from, the effective performance of job duties and overall workplace productivity.
- Protect the confidentiality, integrity and security of information belonging to employees, students and VIDE, including compliance with applicable privacy and data protection laws.
- Promote a safe, respectful and distraction-free work environment, both on VIDE property and while operating government vehicles or conducting official business.
- Establish clear, consistent expectations for the professional, responsible and appropriate use of PECDs during working hours and VIDE premises.

NOTIFICATIONS

All VIDE employees will receive a copy of this policy annually. This policy supersedes all previously written memorandums and policies. VIDE reserves the right to rescind and/or amend this and all VIDE policies at any time, with or without notice.

PROCEDURES

I. General Use

- Personal electronic communication devices (PECDs) shall be used primarily during non-working times, such as scheduled breaks or meal periods.
- During these times, employees must use PECDs in a manner that is respectful and courteous to those around them and that does not disrupt instruction.
- Outside of designated breaks and lunch periods, PECDs use must be minimal; however, employees may use PECDs without limitation in cases of emergency.
 - Emergencies include, but are not limited to:
 - Medical emergencies
 - Fire or evacuation situations
 - Severe weather events
 - Active shooter or critical security incidents
 - Family-related emergencies

II. Prohibited Use

- Unless specifically authorized by a supervisor, the following uses of PECDs are strictly prohibited during working hours:
 - Extended personal calls, texting, or browsing unrelated to VIDE business;
 - Social media use for non-work purposes;
 - Video streaming, live-streaming, or gaming;
 - Photography, audio, or video recording on VIDE property without prior approval;
 - Use of PECDs while engaged in safety-sensitive tasks or during official meetings, hearings, or trainings;
 - Use of PECDs to transmit confidential student, employee or VIDE information either verbally or written;
 - Use during school-sponsored programs, meetings, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved;
 - Use of headphones, earbuds, or Bluetooth devices connected to PECDs while walking around, performing duties, or engaging with colleagues, clients, or the public:
 - Employees must not wear such devices in a manner that suggests active or standby use (i.e., one earbud, Bluetooth earpiece left in the ear) unless approved for official job functions;
 - Any use that interferes with job duties, productivity, and/or workplace safety;
 - Charging personal devices using VIDE equipment or outlets without prior approval, unless designated for employee use;
 - Connecting PECDs to VIDE networks, Wi-Fi, or computers without authorization from VIDE's Instructional Technology Department;
 - Permitting students to use or access an employee's PECD for any reason.

III. Workplace Etiquette

- PECDs must always be kept on silent or vibrate mode while in the workplace.

- If it is necessary to answer a call during working hours, employees must step away from their work area.
- Speaker phone use is strictly prohibited in shared or open workspaces.
- Video calls are strictly prohibited in shared or open workspaces.

IV. Recording and Confidentiality

- PECDs with camera, audio, or video recording capabilities may not be used to record, photograph or broadcast (livestream) on social media or other online platforms while on duty, within the workplace or during work-related activities unless prior written approval has been granted by VIDE.
- The use of video/audio features such as FaceTime, WhatsApp, or similar applications is prohibited to safeguard confidential information.
- Employees are prohibited from using PECDs to record, store, access, share or transmit VIDE related information, internal discussions, or employee and student data without proper authorization. Any breach of confidentiality arising from misuse of PECDs will be treated as a serious violation and subject to disciplinary action, up to and including termination.
- Protecting the confidentiality of sensitive employee, student, and VIDE information is of utmost importance. Any breach of this expectation will result in corrective action.

V. Vehicle Usage

- The use of PECDs while operating a government vehicle is strictly prohibited unless hands-free technology (e.g., Bluetooth, earpiece, or built-in speakerphone) is utilized. Safety must always remain a priority.

VI. Personal Use of VIDE-Issued Devices

- Personal use of VIDE-issued devices is strictly limited to making or receiving calls/messages for emergency and/or incidental purposes.
- Personal international calls not billed to the employee may not be made without maintaining accurate records and reimbursing VIDE for the cost of the call. All international calls must be approved in advance by your supervisor.

VII. Enforcement and Disciplinary Action

- Violations of this policy will be addressed in accordance with the Department's established disciplinary procedures. Depending on the severity, corrective measures may include verbal warnings, written warnings, suspension of duties, or termination of employment. Gross misconduct, such as misuse of PECDs resulting in safety violations or breaches of confidentiality, may result in the recommendation for immediate termination. Supervisors are responsible for enforcing this policy consistently across their teams.

EXCEPTIONS

No exceptions.

RELATED POLICIES, LOCAL/FEDERAL STATUTES, AND OTHER REFERENCES

Adapted From:

- Family Educational Rights and Privacy Act (FERPA)
- Virgin Islands Department of Education Technology and Internet Use Policy (TIUP)
- Virgin Islands Department of Education Social Media Policy
- Virgin Islands Department of Education Employee Handbook
- Government of the Virgin Islands Employee Handbook

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Office of Human Resources	Creation of the policy
Office of Legal Counsel	Input for legal sufficiency
VIDE Commissioner	Approval of the Policy

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Policy	Nicole Jacobs, Director of Human Resources	340-774-0100	Nicole.jacobs@vide.vi
Input	Keila Belt, Esq., Legal Counsel	340-774-0100	Keila,belt@vide.vi
Approval	Commissioner Dionne Hedrington-Wells	340-774-0100	Dionne.wells@vide.vi