

EMPLOYEE USE OF CELL PHONES

The purpose of this policy is to address employee use of cell phones and other electronic communication devices (except laptops), whether district-owned or personally-owned, including those that send or receive text messages, allow retrieval or sending of email, or provide Internet access.

The M.S.A.D. No. 75 Board of Directors recognizes that the use of cell phones and other electronic communication devices may be appropriate to the efficient operations of the district and helping to ensure the safety of students and staff and the security of district property.

The Board expects all employees to model responsible, respectful use of cell phones and other electronic communication devices when using devices in the presence of students during school hours or activities. For authorized student travel or school-sponsored activities, the Superintendent or their designee may grant a temporary exemption to this policy. This authorization allows designated staff members to use personal cellular devices to communicate directly with parents and guardians for emergency or urgent trip-related matters. This exception applies only in circumstances where standard district communication platforms (such as ParentSquare) are determined to be not viable or accessible. Staff remains responsible for ensuring that such use does not impact the primary supervision and safety of students.

M.S.A.D. No. 75 employees may not use cell phones or electronic communication devices, whether district-owned or personally-owned, for non-school related business while they are engaged in instruction or supervision of students or of a school sponsored activity, or in any other manner that interferes with attending to and/or carrying out their job responsibilities. Employees are free to use their personal cell phones and other electronic communication devices during off-duty, lunch or break times. In the case of an employee who is on duty at a school activity outside of the school setting, limited use of personal devices is permitted provided it does not impact the employee's ability to supervise students.

Use of cell phones and electronic communication devices, whether district owned or personally owned, in a manner that violates Board policies, administrative procedures and/or state or federal laws will result in discipline and referral to law enforcement officials, as appropriate. School administrators may confiscate and search a district-owned device when there is reasonable suspicion that an employee has violated this policy and that the device contains evidence of the violation.

In the interest of safety, M.S.A.D. No. 75 employees are prohibited from using hand-held cell phones and electronic communications devices while driving district-owned motor vehicles, whether transporting students, other staff or driving alone. District employees are also prohibited from using hand-held cell phones and electronic communications devices while transporting students in private vehicles.

M.S.A.D. No. 75 may provide cell phones or other electronic communication devices to some employees to assist them in carrying out their employment-related duties on or off school property. The Superintendent/designee shall have the discretion as to which employees will be provided district-owned cell phones and other electronic communication devices, based upon need and availability.

District-owned cell phones and other electronic communications devices are to be used for school-related business purposes and are not intended for personal use except in emergencies involving employee health or safety. Employees have no expectation of privacy in their use of district-owned cell phones/electronic communications devices or the information stored on them.

SCHOOL BUS DRIVERS

Employees operating a school bus or other district vehicle while transporting students are prohibited from using a cell phone or other electronic communications device, whether personally-owned or issued by the district. Employees may call for assistance during an emergency situation or in the event of a mechanical problem, and only when the vehicle is stopped or parked.

CROSS REFERENCE: JICJ – Student Use of Cell Phones and Other Electronic Devices
GCSB – Employee Use of Social Media

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