

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 school owned or personally owned, including those that send or receive text messages, allow retrieval or sending of email or provide Internet access.

The Board recognizes that the use of cell phones and other electronic communication devices may be appropriate to the efficient operations of the school and helping to ensure the safety of students and staff and the security of school property. School employees may not use cell phones or electronic communication devices, whether school 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.

Use of cell phones and electronic communication devices, whether school 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.

Minimum consequences for failing to comply with these rules on a daily basis will range from:

- First offense: Verbal Warning
- Second offense: Written Warning
- Third offense: Failure to comply with these expectations will result in other disciplinary action.

In the interest of safety, school employees are prohibited from using hand-held cell phones and electronic communications devices while driving Waldo County Technical Center owned motor vehicles, whether transporting students, other staff or driving alone. School employees are also prohibited from using hand-held cell phones and electronic communications devices while transporting students in private vehicles.

Waldo County Technical Center 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 Director shall have the discretion as to which employees will be provided school owned cell phones and other electronic communication devices, based upon need and availability.

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

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2nd Reading: 4/9/2020