

## EMPLOYEES USE OF CELL PHONES

The responsible use of cell phones or other hand-held electronic devices (hereinafter, "Device"), like the responsible use of the District's computers and computer network, can be a powerful tool in supporting and supplementing the District's instructional program. This policy supplements and supports the District's Acceptable Use Policy and regulations related to the proper use of the District's computers and computer network. When present on school property, a school function either on or off school property, or engaged in any activity directed, approved, or in support of the school district, the District's Acceptable Use Policy applies to an employee's use of a Device and where relevant, so shall this policy as a supplement and addition to the Acceptable Use Policy

### **Access and Permission to Bring to Work**

*A Personal Device or Devices may be brought to work in so far as they do not disrupt or interfere with the employee's duties or the educational process*

- Employees may bring personal a personal device(s) to work.
- Personal Devices are not to be used for personal or non-school business at any time when the individual is engaged in the supervision of students or engaged in work related activities or duties.
- Devices may be turned on during the day, but must be kept on "silent" or "vibrate" mode so as not to interrupt the educational process.
- Devices may be used for personal business on school property before the beginning of the work day, at the end of the work day, during a duty free lunch period, or during scheduled breaks.

### **Use of Personal Devices in the Classroom, School Building, or School Function**

*Necessary and permitted use of Personal Devices should be focused primarily on productive educational or work related goals or for such other uses as outlined below*

- Any necessary use of an electronic device during regular work hours (when on duty) should be limited to facilitating an employee's responsibilities to the District, for interaction with supervisors only as necessary, or for purposes of contacting emergency personnel when necessary.
- No recording whatsoever (still photos, videos, or sound) of any other employee, student, parent, guest or of any part of the District's facilities should be placed in any type of media (personal or district owned) that is accessible to the public until such materials have been approved by the employee's supervisor(s).
- Any incoming "emergency calls" when classes are in session should be routed through the District's school phone system.

### **Permitted use of Personal Devices in a bus or automobile**

*Personal Devices shall not be used in a bus or automobile except when legal and necessary, subject to the specific rules and permissions as outlined below*

- Employees who drive a District-owned vehicle, who drive any vehicle on school district property, or who are driving a personal vehicle while engaged in duties for the District (such as attending a conference) shall not make phone calls or send text messages while driving unless they are in compliance with all legal requirements for hands free use of such device. ***This permission does not apply to bus drivers operating a school bus or transporting students for any reason.***
- Employees who drive a District-owned vehicle, who drive any vehicle on school district property, or who are driving a personal vehicle while engaged in duties for the District may utilize a cell phone navigation aid while driving if this use complies with all New York state laws for such use.

- Any bus operator (driver) who determines it necessary to communicate verbally or through text using a Device while driving shall pull into a safe spot, stop the vehicle, and place the vehicle in park prior to taking out a device for use.
- At no time should the driver be using a Device for any reason whatsoever while the transmission is engaged and/or the vehicle is not in park, except when using a hand free navigation aide on a cell phone
- All calls/texts/digital interactions when the vehicle is stopped and in park shall be related to the operation of the bus/vehicle, supervision of students, or concerning a route/directions. Drivers are considered to be supervising students when any student is present in the vehicle regardless of whether the vehicle is moving or its engine is running.
- Cell phone navigation aids may be used while driving if this use complies with all New York state laws for such use.

#### **Other Permitted uses of a Personal Device**

***Personal Devices shall not be used in a bus or automobile except when legal and necessary, subject to the specific rules and permissions as outlined below***

- Employees working normal shifts during non-school hours may have a Device on as a use for emergency contact, personal background music, flashlight or clock references only.
- When employees are on a scheduled break or a scheduled lunch, a Device may be used for personal use.
- This policy does not prohibit any Device that is used for medical purposes and is worn by an employee because of a condition that requires its use. The employee must have on file with the District a signed statement from a licensed physician prescribing its use where such accommodation for use is reasonable and does not interfere with the employee's normal performance of their duties.

#### **Misuse of a Personal Device**

***The punishment for the misuse of a personal device under either this policy or the Acceptable Use Policy shall be grounds for punishment and discipline***

- Misuse of a Device may constitute a violation of the District's Acceptable Use Policy, this Policy, or other Policies and/or rules of the District. Nothing herein shall be construed as limiting or otherwise diminishing the application of all District policies to the use of a Device in the District.
- The misuse of a Device may result in an employee being counseled or disciplined subject to any limitations provided for under any collective bargaining agreement or relevant New York State Education or Civil Service Law.