

Cell Phone Use in Schools or on Work Time

In order to accommodate the growing use of cell phones or other signaling devices by both employees and students, the following guidelines are set aside for use of these devices during the work or school day.

1. Purpose
 - 1.1 To accommodate technology that provides individuals with easy access to communication for the sake of convenience, it is important to regulate use during the work or school day in order to prevent disruptions to instruction and promote safety.
 - 1.2 Students and staff may bring cell phones to school; however, the purpose of this policy is to regulate their use so that such use does not interfere with instruction, safety, or work for which the individual has been hired.
2. Student Use of Cell Phones or Other Electronic Signaling Devices
 - 2.1 Students may use cell phones before or after school while on school property.
 - 2.2 During the instructional day (from the time the first bell rings in the morning until the dismissal bell rings in the afternoon), cell phones and electronic signaling devices (pagers) must be in a locker, backpack, or the like, hidden from view and turned off.
 - 2.3 Any cell phone or other electronic signaling device that is visible is considered in use and will be subject to confiscation by the school administration.
 - 2.4 Any cell phone or other signaling device that goes off while it is in a locker, pocket, backpack or the like is considered in use and will be subject to confiscation by the school administration.
 - 2.5 Any device that is confiscated by the administration will not be released to the student but shall only be released to the parent/guardian of the student.
 - 2.6 Any second offense for having a device that is in use during the school day shall result in the student being prohibited from possession of any such device on school property.
 - 2.7 This policy does not prohibit any device that is used for medical purposes and is worn by the student because of a condition that requires it. The parent/guardian of any student requiring such a device shall provide the school with permission from the parent/guardian, as well as a signed statement from a licensed health care provider for the use of the device.

- 2.8 Any student who uses a cell phone or other signaling device in the commission of any other disciplinary offense shall have the punishment for the offense increased a step. [In other words, students disrupting class with a cell phone would be held accountable for a violation of this policy and a violation of the policy against class disruption. If the punishment for such disruption is determined to be a Level Two offense, because of the involvement of an electronic signaling device, the punishment shall be increased to those under Level Three.]

3.0 Employee Use of Cell Phones or Other Signaling Devices

- 3.1 Staff, both professional and service personnel, may bring cell phones or electronic signaling devices to work; however, they are not to be in view or turned on at any time when the individual is engaged in supervising students or doing the work of a normal work day.
- 3.2 Devices may be used on school property before the beginning of the work day, at the end of the work day, or during the individual's duty-free planning or duty-free lunch period.
- 3.3 Personnel who use cell phones or other electronic signaling devices during time when the individual is supervising students or when the individual is supposed to be engaged in work shall be disciplined for neglect of duty.
- 3.4 Any bus operator who receives a telephone call while driving shall pull into a safe spot prior to taking or returning the call. Personal calls shall be discouraged; calls made or received should be related to the operation of the bus, supervision of students, or concerning a route. Drivers are considered to be supervising students when actually engaged in driving; therefore, personal cell phones are prohibited from use.
- 3.4 This policy does not prohibit normal business use by individuals who have been assigned a cell phone or electronic signaling device by the Board of Education for work purposes. However, individuals other than bus operators are cautioned against taking or making telephone calls while driving. Bus operators are not to take or make telephone calls while driving.
- 3.5 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 it. The employee must have on file with the immediate supervisor a signed statement from a licensed health care provider for the use of the device.

4.0 Promulgation of Policy

- 4.1 This policy or parts thereof that are pertinent to students and/or staff, shall be

printed in handbooks and distributed to both staff and students.

4.2 A copy of this policy shall be provided to each school for the policy manual.

Approved by Board of Education: April 6,2006 and effective July 1,2006.

Reviewed February 19, 2013