

CELLULAR TELEPHONES

The Reardan-Edwall School District encourages district employees to use technology, including cell phones, to improve efficiency and safety. The District expects all employees to use such devices in a responsible manner that does not interfere with the employee's duties. Employees who violate District policy and procedures regarding cell phone use may be disciplined up to and including termination of employment, and may be prohibited from possessing or using a cell phone while at work. Cell phones may not be used in any manner that would violate the Districts policies and procedures on student-staff relations or harassment.

Definitions

Cell phone – All portable devices except laptops that send and/or receive calls or text messages and/or allow the retrieval of email or provide access to the internet.

General Cell Phone Use

The District prohibits any cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with District operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the phone is owned by the employee, the District or other parties.

District Provided Cell Phones

For District provided cell phones, plans will be provided that provided ample service levels for business purposes. The personal use of cell phones is permitted on an occasional basis however, the primary purposes is to provide efficient communications for District operations. In cases where additional monthly charges are incurred due to excessive personal usage, the employee will be responsible to pay the overage amount.

Use of Cell Phones While Driving

It is the policy of the District to provide a safe and healthful work environment for employees and to the extent possible, to third parties while performing their work activities. Certain employees are required to operate motor vehicles in order to perform their work activities. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of cell phones while driving will be solely responsible for all liabilities that result from such action.

This policy is intended to comply with federal, state and local laws regarding the use of cellular phones while operating a motor vehicle during the performance of the employee's duties and does not supersede any additions or modifications to existing law.

Adoption Date:

Reardan-Edwall School District #009

Revised:

Classification: Priority