

**PELHAM SCHOOL DISTRICT DRAFT POLICY
EDCA – EMPLOYEE USE OF ELECTRONIC COMMUNICATION
DEVICES**

Category: Optional

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. The Board, however, also recognizes that the use of electronic communication devices for personal business can interfere with an employee's duties and responsibilities. To establish the District's expectations on the proper role and use of electronic communication devices during school or school activities, the Board adopts this policy.

District-Owned Cellular Telephones and Devices

District-owned cellular telephones and other electronic communication devices will be used for authorized District business purposes. For staff only, incidental personal use is permitted in accordance with the section on use of personal cellular telephones and devices below and as long as such use does not interfere with classroom instructional time, negatively impact the performance of the network, does not violate the District's acceptable use policy (Policy GBEP) and has no incremental cost to the District. Any expenses incurred for personal use of District-owned devices shall be reimbursed to the District. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen District-owned cellular telephones or electronic communication devices are to be reported immediately to the Business Administrator, who will in turn, notify the service provider.

Emergency Use

Staff and students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

Use of Personal Cellular Telephones and Devices

Except for emergency use as described above, District employees are prohibited from personal use of cellular telephones and electronic communication devices during work time. Personal use of privately owned cellular telephones and/or electronic communication devices is restricted to lunch breaks or other times when the employee is not on duty/work time unless it is work-related (i.e. parent communication, vendor, District staff).

If an employee is determined to have violated this policy the employee may be disciplined in accordance with terms of any applicable collective bargaining agreement and District personnel policy.

School Owned Vehicles

District employees using District-owned vehicles are prohibited from use of cellular telephones and electronic communication devices while driving.

District Policy History:

Adopted: April 01, 2015