

## **EDCA – EMPLOYEE USE OF CELLULAR TELEPHONES**

The Board recognizes that the use of cellular telephones and other electronic communications devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, students, staff, and others while on District property or engaged in District sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District owned cellular telephones and other devices will be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is permitted as long as this use does not interfere with the employee's job obligations and responsibilities and does not incur additional expense to the District.

Use of cellular telephones and other devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee needs, monitoring use, and reimbursement. Provisions may also be included for staff use of privately owned cellular telephones and other devices for authorized District business.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating a motor vehicle to fulfill regular job responsibilities or special situations with prior approval. For the purposes of this policy a motor vehicle applies to all motor vehicles including, but not limited to District-owned, employee-owned, and leased vehicles.

### **Emergency Use**

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

A school bus driver is prohibited from operating a school bus while using a cellular telephone except:

1. During an emergency situation;
2. To call for assistance if there is a mechanical breakdown or other mechanical problem;
3. When the school bus is parked.

### **Use of Personal Cell Phones and Communication Devices**

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instruction and non-supervision of students. In no event will an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with School Board policy, school rules and regulations, and collective bargaining agreement if applicable.

#### Statutory/Regulatory/Policy/Handbook Cross References

RSA 265:105-a, Prohibited Text Messages and Device Usage While Operating a Motor Vehicle

Handbook (Referenced in Student and Personnel Handbook)

APPROVED/REVISED: June 14, 2007, August 20, 2009, June 3, 2010

PREVIOUS POLICY: None.