

1 **Potomac Elementary**

2
3 **PERSONNEL**

5630

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5 Employee Use of Cellular Phones and Other Electronic Devices

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7 The Board recognizes that the use of cellular telephones and other electronic communication
8 devices may be appropriate to help ensure the safety and security of District property, students,
9 staff, and others while on District property or engaged in District-sponsored activities. To this
10 end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate
11 by the Principal.

12 District-owned cellular telephones and other devices will be used for authorized District business
13 purposes. Personal use of such equipment may prohibited except in emergency situations.

14 Use of cellular telephones and other electronic communication devices in violation of Board
15 policies, administrative regulations, and/or state/federal laws will result in discipline up to and
16 including dismissal.

17 District employees are prohibited from using cell phones or other electronic communication
18 devices while driving or otherwise operating District-owned motor vehicles, or while driving or
19 otherwise operating personally-owned vehicles when transporting students on school-sponsored
20 activities.

21 **Emergency Use**

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

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

25 Employees are strongly discouraged from using their personal cell phone during the school days.
26 When necessary, employees may use their personal cell phones and similar communication
27 devices only during non-instructional time. In no event shall an employee's use of any
28 communication device interfere with the employee's job obligations and responsibilities. If such
29 use is determined to have interfered with an employee's obligations and responsibilities, the
30 employee may be disciplined in accordance with the terms of the collective bargaining
31 agreement and Board policies.

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33 Policy History:

34 Adopted on: March 14, 2011

35 Reviewed on:

36 Revised on: