

## EMPLOYEE USE OF CELL PHONES

The purpose of this policy is to address employee use of cell phones and other electronic communication devices (except laptops), whether MSAD 55 owned or personally owned, including those that send or receive text messages, allow retrieval or sending of email or provide Internet access.

The Board recognizes that the use of cell phones and other electronic communication devices may be appropriate to the efficient operations of MSAD 55 and help to ensure the safety of students and staff and the security of MSAD 55 property.

MSAD 55 employees may not use cell phones or electronic communication devices, whether MSAD 55 owned or personally owned, for non-school related business while they are engaged in instruction or supervision of students or of a school sponsored activity or in any other manner that interferes with attending to and/or carrying out their job responsibilities. In emergency situations exceptions may be allowed by the building administrator.

Use of cell phones and electronic communication devices, whether MSAD 55 owned or personally owned, in a manner that violates Board policies, administrative procedures and/or state or federal laws shall result in discipline and referral to law enforcement officials, as appropriate.

In the interest of safety, MSAD 55 employees are prohibited from using hand-held cell phones and electronic communications devices while driving MSAD 55 owned motor vehicles, whether transporting students, other staff or driving alone. MSAD 55 employees are also prohibited from using hand-held cell phones and electronic communication devices while transporting students in private vehicles.

MSAD 55 may provide cell phones or other electronic communication devices to some employees to assist them in carrying out their employment-related duties on or off school property. The Superintendent/designee shall have the discretion as to which employees will be provided MSAD 55 owned cell phones and other electronic communication devices, based upon need and availability.

MSAD 55 owned cell phones and other electronic communication devices are to be used for school-related business purposes and are not intended for personal use except in emergencies involving employee health or safety. Employees have no expectation of privacy in their use of MSAD 55 owned cell phones/electronic communication devices or the information stored on them.

Adopted: April 6, 2011

Reviewed: January 5, 2017