SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Employee Use of Electronic Communications Devices

 NUMBER: 5335
 NEW: September 2005

 REVISED: September 2011

The Board recognizes that employees may carry electronic communications devises either District-issued or personally owned and hereby adopts this policy.

**District-Issued Communications Devices**

Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA’s) or laptop computers with citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Any District-issued equipment is to be surrendered back to the District immediately upon request.

**Personally-Owned Communications Devices**

Employees may carry and use personally-owned cellular telephones, pagers/beepers, and PDA’s or laptops during the school day on school property.

Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Cellular telephones and pagers/beepers should not be used during the employee’s normal duty times to send/receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Use of cellular telephones or audible pagers/beepers should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Exceptions to the above rules include the use of these devices in classrooms when their use has an educational purpose with a direct and positive impact on students. Any employee violating the above rules may be subject to disciplinary action.