

STAFF USE OF ELECTRONIC DEVICES

Definition

For the purposes of this policy: an *electronic device* includes, but is not limited to, cell phones, pagers/beepers, laptops, and/or any other technology that transmits a signal.

Personal Electronic Devices

District employees are prohibited from using personal (i.e., employee owned) electronic devices while on duty. An exception to this prohibition exists when the employee is in attendance as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. The Superintendent may develop additional exceptions to this prohibition in administrative regulations.

District-Owned Electronic Devices

The above prohibition does not apply to authorized employee use of district-owned electronic devices. Employees have no expectation of privacy when using district-owned electronic devices, and the District reserves the right to review any communication sent or received on district-owned electronic devices.¹ Employees shall agree to abide by the rules established under this policy and the acceptable use policy as a condition of using district-owned electronic devices.

District-Issued Cellular Phones

District-owned cellular telephones shall be used for authorized district business purposes consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expense incurred for such personal use shall be reimbursed to the District.

General Prohibitions

Possession and/or use of any electronic device in an area where there is a reasonable expectation of privacy is strictly prohibited.

Inappropriate use of any electronic devices by staff is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in this policy, dismissal, and referral to law enforcement officials, as appropriate in accordance with law. Inappropriate use shall be determined by school administration and includes, but is not limited to, violations of the prohibitions established by this policy and by the acceptable use policy.

Use of Electronic Devices While Driving

All employees are prohibited from conducting district business through the use of electronic devices while driving. School bus/vehicle drivers are prohibited from operating a bus/vehicle while using an electronic device. These prohibitions do not apply to the use of cellular phones in the following instances:

1. During an emergency situation;
2. To call for assistance related to a mechanical problem or breakdown.

¹ NOTE: Such searches must serve a legitimate work-related purpose and cannot be excessively intrusive.

In such instances, the driver shall only use a cellular phone if the bus/vehicle is parked unless the nature of the emergency situation prohibits this.

The prohibitions under this section do not apply to use of a fleet management system or dispatching device.

Emergency Use

Staff members are encouraged to use any available communication device in the event of an emergency that threatens the safety of students, staff, or other individuals.

Complementing Documents

- ACDA, Acceptable Use Policy

End of McClusky School District #19 Policy DEAD.....Adopted: February 13, 2018