

## 3322 STAFF MEMBERS USE OF PERSONAL CELLULAR TELEPHONES/OTHER COMMUNICATION DEVICES

The Board of Education recognizes teaching staff members may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday. Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.

In the event teaching staff members need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday the teaching staff members may do so provided the communication is made during the teaching staff members' duty-free lunch or break periods and is made outside the presence of students.

An electronic communication by teaching staff members on a non-school related, personal matter using a personal cellular telephone or other personal communication device shall not be made while teaching staff members are performing assigned school district responsibilities.

In the event teaching staff members have an emergency requiring immediate attention that requires such a communication while performing assigned school district responsibilities, the teaching staff members shall inform their Principal or immediate supervisor before or immediately after using the communication, depending on the nature of the emergency. The Board of Education is not responsible if a teaching staff members' personal cellular telephone or other communication device is lost, stolen, or missing.

Adopted: 7 December 2009

Revised: 2 November 2015

