

<b>Regional School Unit 73 Board of Directors</b>	<b>CODE: GBEF</b> Page 1
<b>SUBJECT: Employee Use of Cell Phones &amp; Other Electronic Communication Devices</b>	
<b>DATE OF ORIGINAL POLICY:</b>	May 23, 2013
<b>DATE OF NEXT REVIEW:</b>	2018
<b>CANCELS POLICY CODE:</b>	None
<b>REVISION DATE:</b>	None
<b>JURISDICTION:</b>	RSU 73 Schools

**POLICY: Employee Use of Cell Phones & Other Electronic Communication Devices**

The purpose of this policy is to address employee use of cell phones and other electronic communication devices (except laptops), whether school unit 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 the school unit and helping to ensure the safety of students and staff and the security of school unit property. School unit employees may not use cell phones or electronic communication devices, whether school unit 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. This includes sending or receiving voice or text messages during any time when instruction may be taking place. Employees are free to use their personal cell phones and other electronic communication devices during off-duty, lunch or break times.

Use of cell phones and electronic communication devices, whether school unit owned or personally owned, in a manner that violates Board policies, administrative procedures and/or state or federal laws will result in discipline and referral to law enforcement officials, as appropriate. School administrators may confiscate and search a device when there is reasonable suspicion that an employee has violated this policy and that the device contains evidence of the violation.

In the interest of safety, school unit employees are prohibited from using hand-held cell phones and electronic communications devices while driving RSU 73 owned motor vehicles, whether transporting students, other staff or driving alone. School unit employees are also prohibited from using hand-held cell phones and electronic communications devices while transporting students in private vehicles.

RSU 73 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 school unit owned cell phones and other electronic communication devices, based upon need and availability.

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School unit 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. In order to avoid disruptions to the educational process and school programs, employees are expected to turn off their cell phones and refrain from personal calls, emails, texts, and/or other personal business while supervising students and/or performing assigned duties during work time. Employees have no expectation of privacy in their use of school unit owned cell phones/electronic communication devices or the information stored on them.

### SCHOOL BUS DRIVERS

Employees operating a school bus or other school unit vehicle transporting students are prohibited from operating the vehicle while using a cell phone or other electronic communication device, whether personally owned or issued by the school unit, except during an emergency situation or to call for assistance in the event of a mechanical breakdown or other mechanical problem, and then only when the vehicle is stopped or parked.

**Adopted: May 23, 2013**