

## SAYDEL COMMUNITY SCHOOL DISTRICT

### EMPLOYEE USE OF CELL PHONES REGULATION

#### Cell Phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Employees may use cell phones only when it applies to specific job duties. Employees shall not make or receive personal calls or messages while performing duties directly involving student supervision or support or where use limits safety performing essential job functions, including but not limited to performing manual tasks or using district equipment. This includes use of hands-free devices.
3. Employees are prohibited from using a cell phone while driving, unless in the case of an emergency, unless the vehicle has come a complete stop.

**Approved:** March 2018

**Reviewed:**

**Revised:**