

**Policy Title: Employee Use of Electronic Communications  
Devices**

**Policy No: 401.34**

The Board of Trustees recognizes that employees may carry electronic communications devices either District-issued or personally owned and hereby adopts this policy related thereto. Employees are advised that the use of District-owned communications devices and any other District-owned technology does not provide any expectation of privacy. The use of District-owned devices is consent by the user to the District to access any and all uses and the content of such uses.

**DISTRICT-ISSUED COMMUNICATIONS DEVICES**

Communications devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's) or laptop computers with "beaming capabilities", citizen 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 such devices issued shall be with the expectation that they are provided for District-related business purposes. Personal use shall be minimal and at employee expense. Such personal use shall not include unlawful, immoral, unethical or other improper uses.

District-issued equipment 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.

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 personal digital assistants (PDA's) or laptops with "beaming capabilities" 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; provided however unlawful, immoral, unethical or other improper uses are prohibited. 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.

Any employee violating the above rules may be subject to disciplinary action.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Reviewed:	10/18/2010
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