

Policy 401.12: Employee Use of Cell Phones**Status:** ADOPTED**Original Adopted Date:** 11/12/2018 | **Last Reviewed Date:** 02/13/2023

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on school district property or engaged in school sponsored activities.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulation developed by the superintendent. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.

Cell phones are not to be used for conversations involving confidential student or employee information.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.

Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Note: Boards that have school district-provided cell phones should amend this policy and its accompanying regulation to include the italicized sections. Boards should also amend the policy and its accompanying regulations to reflect internal practices and controls. For more detailed discussion of this issue, see IASB's Policy Primer, September 14, 2010.

Legal Reference: Internal Revenue Comment Notice, 2009-46,
http://www.irs.gov/irb/2009-23_IRB/ar07.html
 Iowa Code §§ 279.8; 321.276.

I.C. Iowa Code

Iowa Code § 279.8

Iowa Code § 321.276

Description[Directors - General Rules - Bonds of Employees](#)[Motor Vehicles - Electronic Devices/Driving](#)**Cross References****Code**

707.05

Description[Internal Controls](#)

