

Policy No. 401.12

EMPLOYEE USE OF CELL PHONES

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 the 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. 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.

Cell phones are not to be used for conversations involving confidential 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. 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.

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

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. Cell phones should not be used to transmit confidential information either verbally or written.
3. Employees are prohibited from using a cell phone while driving, unless in the case of an emergency unless the vehicle has come to a complete stop.

(2011)

Cross References: 406 Licensed Employee
Compensation and Benefits
412 Classified Employee Compensation and Benefits
707.5 Internal Controls

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