

STAFF USE OF COMMUNICATION DEVICES

Definitions

Communication Device: Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls or messages, or provides access to the Internet.

Use/Using: Dialing, answering or talking on the phone; sending, reading or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. An employee is considered to be using a device even when the use is hands-free.

General Use

1. Employees will follow state and local laws regarding the use of communication devices.
2. Employees will use communication devices for work purposes only after receiving written authorization from their supervisor.
3. Employees using a communication device to communicate with a student will abide by the provisions of Policy GBH and Regulation GBH-R.
4. Employees using communication devices for work-related purposes will be compensated according to their joint resolution, labor contract, or state/local law.
5. Non-exempt employees will use a personal or District-provided communication device for work-related purposes outside of regular work hours only after being authorized to do so by a supervisor. The authorized use should be documented in a manner approved by the supervisor.
6. A staff member supervising students may use a communication device only when
 - a. The staff member receives given specific and direct permission by a supervisor
 - b. The device is being used to instruct the students being supervised at the time.
 - c. The use is necessary to the performance of an employment-related duty.
 - d. There is an emergency.
 - e. The employee has obtained assistance in adequately supervising students during the approved use so that students are supervised at all times.
 - f. The employee remains in visual and hearing range of the students.
7. Transportation staff shall not use communication devices including any hands-free devices when driving.
8. Employees shall not use communication devices when:
 - a. Any vehicle, regardless of whether the vehicle is a personal vehicle used for a District activity or it is owned, leased or otherwise obtained for District use in a District activity.


- b. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
 - c. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.
9. Employees are to use caution and good judgment when using a hands-free device while driving.
 10. Employees are responsible for keeping communication devices secure and password and access protected.
 11. It is the employee's responsibility to maintain confidentiality of information accessed via the communication device.
 12. The District will not use District resources to help an employee to use a personal device. District support will consist of written instructions only.
 13. The District will not accept any responsibility for damage to or loss of a phone used for District business
 14. An employee's personal device is to be used by that employee only.
 15. Employees are directed to report loss of a personal device to their supervisor immediately.

Exceptions

The District may make an exception to the rules in this section when the communication device is used for one of the following purposes. Even in such situations, employees should first take all possible safety precautions before using communication devices.

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.
5. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.

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Superintendent of Schools