



## COMMENTS

### **STAFF USE OF CELL PHONES AND ELECTRONIC SIGNALING DEVICES IN SCHOOLS (Policy IV-H-20)**

This is a new policy. It is established to make known that the Board recognizes the need to accommodate the growing use of cell phones or other signaling devices by staff; to regulate the use of cell phones and other electronic signaling devices in order to insure uninterrupted instruction, safety, decreased bullying, and reduction of theft.

**Summers County Board of Education**

**Scope:** This policy is established to make known that the Board recognizes the need to accommodate the growing use of cell phones or other signaling devices by staff; to regulate the use of cell phones and other electronic signaling devices in order to insure uninterrupted instruction, safety, decreased bullying, and reduction of theft.

**Authority:** Board of Education Minutes

**Adopted:** , 2021 (see also, Policy VII-A-11)

**Amended:**

**Reviewed:**

**STAFF USE OF CELL PHONES AND ELECTRONIC SIGNALING DEVICES IN SCHOOLS**

In order to accommodate the appropriate and effective use of cell phones or other electronic signaling devices during the work or school day, the following guidelines are established for use of these devices during the school day:

**A. Definitions**

1. The term “electronic signaling devices,” refers to and includes, but is not limited to, a pager, hands-free phone apparatus, 2-way (walkie-talkie) radio, hand-held radio, computer-phone texting, portable signaling device, smart devices used for communication, blue tooth devices, cell phones and other similar electronics. Provided, blue tooth capable input devices, such as a keyboard and/or mouse, to be used with a computer.
2. The term “misuse,” includes but is not restricted to inappropriate language, harassment, intimidation, bullying, threats, or continued use of the device when instructed otherwise by a person in authority.
3. The phrase “county owned devices,” refers to all cell phones and other electronic devices provided by Summers County Schools.

**B. Employee Use of Cell Phones or Other Signaling Devices**

1. Staff may bring cell phones and other electronic signaling devices to school; however, use of such devices by staff may not interfere with instruction, safety, or work for which the individual has been hired.
2. Staff, both professional and service personnel, may bring personal cell phones or electronic signaling devices to work; however, these devices are not to be utilized when engaged in the supervision of students or doing the work of a normal employment day.

3. Devices may be used on school property before the beginning of the work day, at the end of the work day, during duty-free planning or duty-free lunch. Those employees on split shifts may use devices between shifts.
4. Misuse of cell phones or electronic signaling devices will result in disciplinary action.
5. Bus operators are prohibited from use of cell phones or any personal electronic device while operating a school bus, whether or not student passengers are present. If communication with the Transportation Department is necessary, the operator must bring the bus to a complete stop in a safe area.
6. This policy does not prohibit any device that is used for medical purposes and is worn by an employee because of a condition that requires its use. The employee must have on file with his/her immediate supervisor a signed statement from a licensed physician (MD, DO) prescribing its use.

**C. Employee Use of County Owned Cell Phones or Other Electronic Signaling Devices**

1. County owned devices are issued specifically for school business use.
2. County owned devices are to be used minimally for personal use.
3. Excessive use of county owned devices for personal use will cause the device(s) to become a taxable benefit to the employee.