

## 4322 SUPPORT STAFF MEMBERS USE OF PERSONAL CELLULAR TELEPHONES/OTHER COMMUNICATION DEVICES

The Board of Education recognizes support staff members may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal telecommunication device. Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.

In the event the support staff members need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday the support staff members may do so provided the communication is made during the support staff members' free lunch or break periods and is made outside the presence of students.

An electronic communication by support staff members on a non-school related, personal matter using a personal cellular telephone or other personal communication device shall not be made while support staff members are performing assigned school district responsibilities.

In the event support staff members have an emergency requiring immediate attention that requires such a communication while performing assigned school district responsibilities support staff members shall inform their Principal or immediate supervisor before or immediately after the communication, depending on the nature of the emergency. The Board of Education is not responsible if a support staff members' personal cellular telephone or other communication device is lost, stolen, or missing.

Adopted: 7 December 2009

Revised: 2 November 2015

