

*Electronic Communication Devices: Use by Employees**Definition:*

“Electronic Communication Devices” shall mean communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. Such devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Android, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players or recorders; PDAs; traditional cameras, video cameras, and digital still cameras; tablet and laptop computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and district policies.

Electronic Communication Devices could also be devices that are not capable of transmitting telephone communications (such as iPads, Android tablets, radios), may or may not have Internet access (such as Kindles, Nooks, or other eReaders), are capable of recording still and video images, are capable of recording audio, and/or are radar communication devices.

*Occasions when Electronic Communication Devices Must Be Turned Off*

District employees must turn off all electronic communication devices, with the exception of District-issued electronic communication devices, or put those devices in silent mode when the employee is present in a class with students and during school assemblies, except where the use of such electronic communication devices is for educational or instructional purposes and consistent with the employee’s job responsibilities and normal work duties as determined by the employee’s supervisor.

*Additional Procedures and Restrictions for Transportation Employees*

Bus drivers and other employees and contractors transporting students (collectively “transportation vehicle operators”) must adhere to the following additional procedures and restrictions:

1. Transportation vehicle operators may not operate a vehicle in motion while operating a cell phone.
  - a. Transportation vehicle operators shall use the District-provided two way radio as the primary form of communication.

- b. If a transportation vehicle operator experiences a problem with their radio, the transportation vehicle operator should notify the contract manager immediately for repairs. All radios should be tested by the transportation vehicle operator before the transportation vehicle operator embarks on their route assignment.
  - c. If a transportation vehicle operator does not answer the transportation vehicle operator's radio and there are no pending repair orders for the radio, the transportation vehicle operator may be subject to disciplinary action.
  - d. If a transportation vehicle operator is reported to be talking on a cell phone or text messaging when driving, disciplinary action **will** be taken. This applies to all trips, including field and sport trips.
2. If necessary to answer an important phone call, the transportation vehicle operator must pull over to a safe place, turn off the motor, secure the transportation vehicle, and only then answer the call.
3. If the transportation vehicle operator is lost, the transportation vehicle operator should pull over, turn off the motor, secure the vehicle, and receive information from the radio, or if the radio is not available, the cell phone and then disconnect.
4. If involved in an accident, the transportation vehicle operator shall notify dispatcher for them to call 911 to permit the transportation staff to be in control of the situation.