

Cell Phone Use in Schools or on Work Time

In order to accommodate the growing use of cell phones or other signaling devices by both employees and students, the following guidelines are set aside for use of these devices during the work or school day.

1.0 Purpose:

- 1.1 This policy regulates the use of cell phones and other electronic signaling devices in order to insure uninterrupted instruction, safety, decreased bullying, and reduction of theft.
- 1.2 Students and staff may bring cell phones to school; however, the purpose of this policy is to regulate their use so that such use does not interfere with instruction, safety, or work for which the individual has been hired.

2.0 Definition:

- 2.1 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, and other like electronics.
- 2.2 The term, “misuse,” includes but is not restricted to inappropriate language, harassment, bullying, or threats, or when instructed to cease the use of the device by a person in authority.
- 2.3 The phrase, “county owned devices”, refers to all cell phones and other electronic devices provided by Barbour County Schools.

3.0 Student Use of Cell Phones or Other Electronic Signaling Devices:

- 3.1 All Students may use a cell phone before or after school while on school property. High school students may also use a cell phone during lunchtime.
- 3.2 During the instructional day (before starting time and after dismissal time) cell phones and electronic signaling devices must be in a locker, backpack (if backpacks are permitted at that school), or purse, hidden from view and turned off.
- 3.3 Any cell phone or other electronic signaling device that is visible is considered in use and will be subject to confiscation by the school administration.
- 3.4 Any cell phone or other signaling device that rings or vibrates at a prohibited time or location is considered in use and will be subject to confiscation by the school administration.

- 3.5 Cell phone communication, including text messages, will not be tolerated during a school emergency. Such use violates safety regulations and will be considered a Level III violation of the Student Code of Conduct.
 - 3.6 A student using cell phone communication features (camera, audio recording, text messaging) for academic dishonesty, harassment, bullying, threats, or other inappropriate means will be severely dealt with by school administration and school policy on such issues will enforced.
 - 3.7 Any device that is confiscated by the administration will not be released to the student but shall only be released to the parent/guardian of the student.
 - 3.8 Any second offense for violation of policy regarding cell phones or other electronic signaling devices will result in the student being prohibited from possession of any such device on school property.
 - 3.9 This policy does not prohibit any device that is used for medical purposes and is worn by the student because of a condition that requires the device. The parent/guardian shall provide the school with permission for this student to wear the device as well as a signed statement from a licensed physician (MD, DO) prescribing its use.
 - 3.10 Any student who violates this policy in the commission of any other disciplinary offense be in violation of both this policy and the Student Code of Conduct. This would be taken into consideration with regard to discipline and might increase the level of the infraction.
 - 3.11 As communication devices will become an integral part of technology in the Global 21 initiative, with permission from administration, teachers may have the right to incorporate such devices into the curriculum for purposes of instruction and learning.
 - 3.12 The Barbour County Board of Education and/or individual schools are not responsible for lost or stolen cell phones or other electronic signaling devices.
- 4.0 Employee Use of Cell Phones or Other Signaling Devices
- 4.1 Staff, both professional and service personnel, may bring personal cell phones or electronic signaling devices to work; however, these devices are not to be in view or turned on at any time when the individual is engaged in the supervision of students or doing the work of a normal employment day.
 - 4.2 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.

- 4.3 Misuse of cell phones or electronic signaling devices will result in the employee being disciplined for neglect of duty.
 - 4.4 Any bus operator who determines it necessary to make a telephone communication while driving shall pull into a safe spot and stop prior to making the call. Bus operators are not to make or take telephone calls while the bus is in motion. Personal calls are not permitted. No hands free devices may be used. All calls made or received are to be related to the operation of the bus, supervision of students, or concerning a route. Drivers are considered to be supervising students when actually engaged in driving.
 - 4.5 This policy does not prohibit normal business use by individuals who have been assigned a cell phone or electronic signaling device by the Board of Education for work purposes. Employees, other than bus operators are cautioned against taking or making telephone calls while driving. Bus operators are not to take or make telephone calls while the bus is in motion for any reason.
 - 4.6 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.
- 5.0 Employee use of County Owned Cell Phones or Other Electronic Signaling Devices:
- 5.1 County owned devices are issued specifically for school business use.
 - 5.2 County owned devices cannot be used more than a de minimis amount for personal use.
 - 5.3 Excessive use of county owed devices for personal use will cause the device(s) to become a taxable benefit to the employee.
- 6.0 Promulgation of Policy:
- 6.1 This policy or parts thereof that are pertinent to students and/or staff, shall be printed in handbooks and distributed to both staff and students accordingly.
 - 6.2 A copy of this policy shall be provided to each school for the policy manual via the Barbour County Schools website.

Source: Board of Education Minutes

Adopted: 7/23/07

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