

POLICY GUIDE

SUPPORT STAFF MEMBERS

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Staff Member's Use of **Personal Cellular Telephones/
Other Communication Devices**

Jul 15

[See POLICY ALERT Nos. 167 and 206]

4322 STAFF MEMBER'S USE OF **PERSONAL CELLULAR TELEPHONES/ OTHER COMMUNICATION DEVICES**

The Black Horse Pike Regional Board of Education recognizes a **school support staff member may need to electronically communicate on** ~~have the need to make~~ a **non-school related, personal matter using a personal cellular telephone or other personal communication device** ~~telephone call during their workday when the telephone call cannot be made before the staff member reports to work and/or after the staff member's workday has concluded.~~ **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 member needs to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device** ~~has an occasion to make a personal telephone call during their workday, and the telephone call is of such a nature that it cannot be made before the staff member's workday begins or after the workday has concluded,~~ the **school support staff member may do so** ~~make a personal telephone call using their personal cellular telephone during the workday~~ provided the **communication telephone call** is made during the **support staff member's** free lunch **or** break periods and is made outside the presence of students either in an area inside or outside the school building designated by the **support staff member's Building** Principal or immediate supervisor.

A support staff member's personal cellular telephone or other personal communication device shall be secured by the support staff member and outside the view of others when the support staff member is performing assigned school district responsibilities.

An electronic communication by a support staff member on a non-school related, personal matter using a personal cellular telephone or other personal communication device ~~A personal telephone call by a support staff member on their personal cellular telephone~~ shall not be made while the support staff member is performing assigned school district responsibilities.



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

Adopted:

2nd Reading: 19 NOV 2015

