

## HUDSON SCHOOL DISTRICT

**POLICY CODE: EDCA Employee Use of Electronic Communication Devices**

**FIRST ADOPTION: 01/27/2020**

**RELATED POLICIES:** [Related Policy Codes]

**LATEST REVISION: 01/27/2020**

Page 1 of 1

*Category: Optional*

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and use by employees of such devices, as deemed appropriate by the Superintendent.

District-owned mobile communication devices will be used for authorized District business purposes, consistent with the District's mission and goals.

Use of mobile communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use, and reimbursement. Provisions may also be included for staff use of privately-owned cellular telephones and other devices for authorized District business.

District employees are prohibited from using mobile communication devices while driving or otherwise operating District-owned motor vehicles.

### **Emergency Use**

Students and staff are allowed to use any available mobile communication device in the event of an emergency that threatens the safety of students, staff or other individuals.

A school bus driver is prohibited from operating a school bus while using a mobile communication device except:

1. During an emergency situation;
2. To call for assistance if there is a mechanical breakdown or other mechanical problem;
3. When the school bus is parked.

### **Use of Personal Cell Phones and Communication Devices**

Employees are strongly discouraged from using their personal mobile communication device during the school days. When necessary, employees may use their personal communication devices only during non-instructional time. In no event shall an employee's use of a mobile communication device interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

### **Legal References:**

*RSA 265:105-a, Prohibited Text Messages and Device Usage While Operating a Motor Vehicle*