

Telephone Usage and Safety

When employees are on duty, their attention is to be devoted to the performance of their duties. Telephones and other communication devices are provided to assist employees in the performance of their duties.

It is expected that employees will use telephones and other communication devices for personal needs, such as scheduling doctor's appointments, during break times, or away from work. Excessive use of telephones and other communication devices while on duty may lead to disciplinary or other corrective action.

Supervisors have the authority to require employees not to have cell phones or personal electronic devices, including Bluetooth earpieces, with them during the work day, and the authority to take such devices away from employees who fail to follow that requirement, for the duration of the work day. Supervisors will provide a telephone number or other means of communication through which the employee may be contacted for emergencies during the work day.

Employees may use good judgment to make emergency communication, to 9-1-1 or another emergency communication system, while driving. Otherwise, it is not acceptable to use a cell phone, or other electronic device, for activities which may distract from safe driving, including phone calls, text messaging, posting to social media, reading, or watching television or other videos. If use of a cell phone or other electronic device is necessary while driving, the driver is expected to exit the road safely before using the device. This prohibition also applies while driving on campus.

It is not acceptable to use a cell phone or other communication device, including Bluetooth earpieces, while responsible for students, including during class time for teachers and paraeducators, and all duty hours for direct care workers such as Residential Advisors and Residential Services Specialists.

SSD will follow all Department of Education requirements for cell phones and other electronic devices during statewide testing, which may include exclusion of cell phones and other electronic devices from instructional areas for the duration of testing.