

POLICY

BOARD OF EDUCATION HIGH POINT REGIONAL

NO. 4322

Support Staff
Staff Member's Use of Personal
Cellular Telephones/Other Communication Devices
Page 1 of 2

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

The Board of Education recognizes a support staff member may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication devices electronic communications include, but are not limited: 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 during their workday the support staff member may do so make provided the telephone call is made during the staff member's free lunch/break periods and is made outside the presence of pupils either in an area inside or outside the school building designated by the staff member's Principal or immediate supervisor.

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 shall not be made while the support staff member is performing assigned school district responsibilities.

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 support staff member shall inform their Principal or immediate supervisor before or immediately after the communication 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.

Date Adopted: March 29, 2004
Date Revised: April 26, 2016

POLICY

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. 4322

Support Staff
Staff Member's Use of Personal
Cellular Telephones/Other Communication Devices
Page 2 of 2