

## AP 1204: Cell Phones and Personal Electronic Devices

### 1. Regulations

Each school shall develop guidelines for the acceptable use of personal electronic devices by students in the classroom, school and school sponsored or school related activities on or off school property. Personal electronic devices means any electronic device, service or system having the capability to store, record, and/or transmit text, images/video, or audio data (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by the school district user, and excludes district owned technology.

1.1. At no time will use of any personal electronic device invade or infringe upon the personal privacy or safety of any member of the school district community. Furthermore, the district will not tolerate the publication, via computer and/or other multi-media devices, of materials that create, or are likely to create an environment which negatively impacts or causes significant disruption to the district or school. The School District No. 8 (Kootenay Lake) Policy 310: Code of Conduct and AP 4000: Employee Code of Conduct must be followed at all times.

1.2. District management reserves the right to access all files and content on personal devices connected to district networks to check for inappropriate use.

1.3. The Board accepts no responsibility for theft or damage that may occur to personal items brought to the school or worksite.

### 2. Employee

2.1. The Board recognizes that the cell phone can be a great tool for our employees. We encourage employees to use cell phones for:

- Making or receiving work calls in the appropriate place and situation to do so.
- Text messaging or emailing for other work-related communication in appropriate places and situations.
- Scheduling and keeping track of appointments.
- Conducting work-related research.
- Keeping track of work tasks.
- Keeping track of work contacts.

2.2. Supervisors will determine whether positions warrant district cell phones.

- 2.3. Any additional roaming fees incurred on a district cell phone when travelling will be billed back to the appropriate department or school.
- 2.4. Improper use of cell phones may result in disciplinary action.
- 2.5. Cell phone usage for illegal or dangerous activity, for the purpose of harassment, or in ways that violate School District No. 8 (Kootenay Lake) confidentiality may result in disciplinary action.
- 2.6. The following are School District No. 8 (Kootenay Lake) basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:
  - Never use a cell phone when driving.
  - Never use a cell phone when operating equipment.
  - Do not use cell phones for surfing the internet or gaming during work hours.
  - Avoid using work cell phones for personal tasks.
  - Avoid using personal cell phones for work tasks.
  - Do not use cell phones to record confidential information.
- 2.7. The district assumes no obligation for support of personal equipment, nor will it accept any liability for modifications made to the equipment as a result of establishing a connection.