

## **General - Use of District-Issued Technology Devices**

*Each staff member who receives a district-issued technology device (personal computer, laptop, tablet, smartphone, etc . . .) must adhere to the terms for use outlined in policies 5:125 Personal Technology and Social Media: Usage and Content, and 6:235 Access to Electronic Networks. Each staff member who receives a district-issued technology device will annually sign a copy of 6:235E2 Authorization for Electronic Network Access as a condition for using the device and the District's electronic network connection.*

### **Purpose**

Policy 5:125, Exhibit 1 sets for the terms for employee use of district-issued technology devices. It provides clarification for the issuance and use of these devices.

### **Applicability**

This policy exhibit applies to all employees who receive district-issued technology devices, including, but not limited to, personal computers, laptops, tablets, cell and/or smartphones, etc . . .

### **Terms and Conditions**

#### **1. General Use at Work**

While at work, employees are expected to exercise discretion in using district-issued or personal devices for personal matters. Excessive personal calls, texts, or e-mails during the workday, regardless whether the device is district-issued or the personal property of the employee, can interfere with employee productivity and be distracting to other employees.

Employees will restrict personal communication during work time, and respond to personal communications only during scheduled break or lunch periods. Personal communications should be reserved for non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy.

During meetings, employees are asked to keep their devices on mute or vibrate.

#### **2. Unsafe and/or Unlawful Use**

The District prohibits employees from using district-issued technology devices while at any work location or engaged in any work activity at which the operation of the device would be a distraction to the user and/or could create an unsafe work environment.

Any employee who uses a district-issued device or district-owned vehicle is prohibited from using the device while driving, whether the business conducted is personal or work-

related. Hands-free use of cell-phones is not prohibited, but communications should be purposeful and limited.

### 3. District-Issued Phones

The District may issue cell or smartphones to employees whose jobs require:

- a. that they be “on call” while away from work,
- b. that they be accessible during non-contractual hours for work-related matters, or
- c. that they have continuous, electronic access to school security cameras, plans, and contacts

Cell phones issued by the District are District property. Employees must comply with District requests to make their District-issued cell phone(s) available for any reason, including upgrades, replacement, or inspection. Employees who leave the District for any reason must return their District-issued cell phones.

Employees who receive District-issued cell phones must adhere to the terms for use outlined in policies *5:125 Personal Technology and Social Media: Usage and Content*, and *6:235 Access to Electronic Networks*.

### 4. Use of Camera Phones

Employees will use cameras, video or audio recording capabilities of district-issued or personal cell phones with discretion. Such activities can cause violations of privacy and/or breaches of confidentiality.

### 5. Security of District-Issued Devices

Employees are responsible for the security of district-issued devices and the information stored on them. District-issued cell phones should always be carried by the employee and never left unattended. Other technology devices should be left only in secured locations such as a locked room or vehicle.