

POLICY

BOARD OF EDUCATION FRANKLIN BOROUGH

SUPPORT STAFF MEMBERS

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

Dec 03

Jul 15

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 device during their workday. Electronic communications include, but are not limited to: 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 provided the communication is made during the support member's duty free lunch/break periods and/or preparation periods (emergency calls only during preparation periods) for support staff and is made outside the presence of pupils either in an area inside or outside the school building designated by the staff member's Building Principal or immediate supervisor.

A personal telephone call by a school staff member on their personal cellular telephone shall not be made while the staff member is performing assigned school district responsibilities.

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 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: 7/26/04

Date Revised: 9/28/15