

**MILLINOCKET SCHOOL DEPARTMENT BOARD POLICY
EMPLOYEE CELL PHONE AND DATA DEVICE USAGE**

Cell phones and data devices have become a valuable tool in conducting business as more employees are using them to perform their jobs. Among other things, they help boost productivity by keeping employees connected to work. However, cell phones and data devices also raise a number of issues involving safety, security and privacy.

All employees must, at all times, follow applicable state and federal laws or regulations regarding the use of cell phones and data devices. In addition, regardless of the law in your jurisdiction, it is a Millinocket School Department policy that employees whose job responsibilities includes driving must refrain from making calls while driving. Under no circumstances should an employee use a data device (i.e., texting or emailing) in any way while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to safely pull off the road and safely stop the vehicle before placing a call. If driving, an employee may accept an incoming call only with the use of a hands-free operations device. Even in this circumstance, special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

This policy applies to all employees who are driving on Millinocket School Department business, either in their own vehicle or a school vehicle. This policy includes the use of personal cell phones and data devices as well as school-issued cell phones and data devices.

Hands-free equipment will be provided with school-issued phones to facilitate provisions of this policy.

Employees who are charged with traffic violations resulting from the use of their cell phone or data device while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to progressive discipline up to and including termination.

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