

Acceptable Use of Electronic Communication Devices to Conduct District Business Policy

Electronic Communication Devices Used to Conduct District Business

Purpose—

District electronic communication devices shall be used to support the educational and business requirements of the District. District electronic communication devices shall be used in compliance with all applicable federal, state, and local laws and regulations, and in a cost-effective and ethical manner. This policy also applies to usage of private electronic communication devices by District employees to the extent utilized for District business. Failure to comply with this policy may result in suspension of the privilege of using a District electronic communication device, disciplinary action, or both.

Definitions—

1. An "electronic communication device" includes cellular and PCS telephones, camera telephones, Personal Digital Assistants (PDAs), two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Eligible Users—

District electronic communication devices are to be used only by district employees. All employees requiring the use of a District electronic communication device shall read and sign this policy statement.

Acceptable Use—

Electronic communication devices owned by the District, or any electronic communication device used to conduct District business, must be used in accordance with the following standards:

1. District electronic communication devices are to be used only for District business. Personal use of these devices is prohibited except in emergency situations or with pre-approval from the Superintendent or school principal or designee. In the event personal calls are made or received on a District electronic communication device, including personal emergency calls, the employee must reimburse the District for all costs incurred.

2. District electronic communication devices are valuable and should be handled with care. Loss, theft, or damage to a District electronic communication device must be reported immediately to the user's supervisor. If loss, theft, or damage occurs as a result of employee negligence, the employee to whom the device is assigned will be responsible for reimbursing the District for repair or replacement costs.
3. District electronic communication devices are to be used in an ethical and responsible manner. No employee is to use a District electronic communication device for the purpose of illegal transactions, harassment, obscene or offensive behavior or other violations of District policies or federal, state, or local laws.
4. If the employee assigned to use the District electronic communication device does not return the device and/or related equipment when requested, the employee will be required to reimburse the District for the purchase price of the device and/or related equipment.
5. Employees have no expectation of privacy in using District electronic communication devices.
6. District electronic communication devices should be used judiciously during instructional time or at school-sponsored programs, meetings, in-services, parent(s)/guardian(s) conferences, or any other time where there would be a reasonable expectation of quiet attentiveness.
7. District electronic communication devices are to be used in a safe manner. Employees should not use these devices while operating a motor vehicle. Employees operating a school bus, or any other District-owned or leased vehicle, are prohibited from operating the vehicle while using an electronic communication device, whether personally owned or District issued, except:
 - a) During an emergency situation;
 - b) To call for assistance, after stopping the vehicle, if there is a mechanical breakdown or other mechanical problem;
 - c) When the vehicle is stopped and where the electronic communication device is owned by the District and used as a digital two-way radio;
 - d) When the school bus or other vehicle is parked.

Misuse of District Owned Electronic Communication Device—

If an employee misuses a District electronic communication device or leaves District employment, the employee may be responsible for fees or charges associated with cancellation of the service contract.

If the Superintendent or designee determines that the employee no longer needs a District electronic communication device to perform the employee's job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the District.

Utah Code Ann. § 53A-3-402 (2013)