

Employee Acceptable Use of Electronic Devices

DLA

Purpose—

District employees' job responsibilities may require them to use electronic devices or may be more efficiently and effectively fulfilled by use of such devices. District employees may also wish to use electronic devices for personal purposes during work time. However, electronic devices are subject to misuse and in some circumstances can have the effect of distracting and disrupting the employee and others in the school setting and may also lead to the disruption of the educational process. The purpose of this policy is to vest in school and District administrators the authority to enforce reasonable rules relating to electronic devices in the workplace and to establish the framework for acceptable use of such devices. Policy DMB contains additional standards relating to District-owned devices and devices being used to conduct District business.

Definitions—

An "electronic device" includes any type of computer or computer-like device (such as a tablet) as well as any "electronic communication device." An "Electronic communication device" is an electronic device that can be used to record and/or transmit (on either a real time or delayed basis) text, video or still images, sound, or other information. Examples of electronic communication devices include mobile telephones, "smart" telephones, Personal Digital Assistants (PDA's), two-way radios, video broadcasting devices, and pagers.

General requirements for acceptable use of electronic devices—

Employee use of electronic devices must comply with Policy EDA (regarding internet and school network use), Policy DAC (regarding sexual harassment), Policy DBL (regarding interactions with students), Policies FE, FEA & FEB (relating to privacy of student records and information) and any other applicable District policies. Certified employee use of electronic devices must also comply with the Utah Educator Standards (see Utah Admin. Rules R277-515-1 and following). Employees shall not use electronic devices in any way, which violates applicable statutes or regulations. Employees shall not use electronic devices in ways that bully, humiliate, harass, or intimidate students, other employees, or other school-related individuals.

Utah Admin. Rules R277-495-4.A(2), (5), (6) (April 7, 2014)

Employee use of an electronic device on school premises to access inappropriate or pornographic images is illegal, may have criminal consequences, shall be reported to law enforcement, and may have adverse employment consequences including termination from employment.

Utah Admin. Rules R277-495-4.C(1) (April 7, 2014)

Electronic devices must be used in an ethical and responsible manner and must not be used to invade others' reasonable expectations of privacy. Students and others in the public schools should not be subject to video or audio capture, recording, or transmission of their words or images by any employee without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. There are certain situations where the possession or use of electronic communication devices and cameras is

absolutely prohibited within the public school, including locker rooms, counseling sessions, washrooms, and dressing areas.

Utah Admin. Rules R277-495-4.D(1) (April 7, 2014)

Vehicle operation standards—

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:

- 1) During an emergency situation;
- 2) To call for assistance, after stopping the vehicle, if there is a mechanical breakdown or other mechanical problem;
- 3) Specifically authorized use of a two-way radio system or a mounted, voice GPS system; or
- 4) When the school bus or other vehicle is parked.

Utah Admin. Rules R277-601-3.B(1)(b) (October 11, 2010)

Personally owned electronic communication devices—

Employees may carry and use personally owned electronic communication devices on school property subject to this policy and any additional rules and regulations promulgated by the Board of Education. Employees who violate this policy may be subject to disciplinary action.

Personal electronic communication devices should not be turned on during the employee's normal duty time to send or receive messages of a personal nature except in emergency situations or with pre-approval from the superintendent or school principal or designee. This includes all times when the employee has direct supervisory responsibility for students or school activities, including after regular school hours (such as at evening school-sponsored events). Personal use of an electronic communication device is allowable during normal break times, lunch times, preparation times, and outside of regular school hours when the employee does not have direct supervisory responsibility. Personal electronic communication devices should not be used during instructional time or at school-sponsored programs, meetings, in-services, conferences with parents or guardians, or any other time where there would be a reasonable expectation of quiet attentiveness.

A school bus operator may use an electronic device for personal use once a school bus is safely parked, appropriately secured and all passengers are safely off and at a safe distance from the bus, consistent with school district policy.

Utah Admin. Rules R277-601-3.B(1)(b) (October 11, 2010)