

Employee Cell Phone/Smart Phone

Background

The Board recognizes that cell and smart phones are a valuable tool for business purposes and school and divisional employee communication. This procedure outlines the use of cell phones while employees are at work, driving and for personal use.

Procedures

1. Employees are expected to model responsible use of personal devices and technologies and conduct themselves as positive role models for students.
2. Employees are asked to make and receive personal calls, texts and communications on breaks and during meal periods.
3. While attending a meeting or function, and as a courtesy, it is expected your cell phone or smart phone will be put on vibrate/silent.
4. Staff are expected to refrain from the use of personal communication devices during assigned time. Personal communication devices may be used as an instructional tool, emergency situations or as agreed for school-team communications when consented to by individual staff members.
5. It is recognized that many staff have work email applications or communication applications related to their employment and roles on their personal devices. Foothills School Division expects that staff have a right to disconnect from electronic communication.
6. Staff need to comply with all regulations regarding FOIP in dealing with their own personal communication devices.
7. When employees are using cell phones and personal devices while operating personal or Division vehicles/equipment it is expected that only hands-free cell phones and devices that require one touch to activate will be permitted.

Reference: Relevant Legislation and Regulations.