

## EMPLOYEE USE OF CELL PHONES

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the School district and to help ensure safety and security of people and property while on School district property or engaged in school-sponsored activities.

Employees may possess and use cell phones during the school day as outlined in this policy. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using any communication device while operating the bus except in the case of an emergency or to call for assistance, after the vehicle has been stopped.

Employees violating the policy will be subject to discipline, up to and including discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Internal Revenue Comment Notice, 2009-46,  
[http://www.irs.gov/irb/2009-23\\_IRB/ar07.html](http://www.irs.gov/irb/2009-23_IRB/ar07.html)  
Iowa Code §§ 20; 279.8 (2013).  
191 I.A.C. 74.

Cross Reference: 406 Licensed Employee Compensation and Benefits  
412 Classified Employee Compensation and Benefits  
707.5 Internal Controls