Restrictions on Use of Electronic Devices

EASTERN employees may possess electronic devices including, but not limited to, cellular telephones, cameras and personal digital assistants with video/camera capabilities within all of the buildings owned by EASTERN, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The administration shall have the right to regulate the use of all electronic devices in addition to the following restrictions:

1. When engaged in instruction, electronic devices must be turned off or set in silent, non-vibrating mode.

2. Electronic devices must not be used to conduct any activities which violate state and/or federal law, Joint Committee policy or school rules.

3. Electronic devices must not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

4. Except when and where specifically authorized by their supervisor, use of electronic devices with video/camera capabilities is strictly prohibited from restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.

5. Except when and where specifically authorized by their supervisor, employees are prohibited from both holding and using a cell phone or similar electronic device while driving a vehicle on EASTERN business or using power machinery.

Notwithstanding the rules set forth in the regulation for this Policy, electronic devices may be used at any time to respond to or report an emergency situation.

Employees found in violation of this Policy may be asked to relinquish their electronic devices. Employees are also subject to discipline in accordance with EASTERN procedures.

Adopted: 3/13/13
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1. Use of Cell Phones and Communication Devices While Driving

EASTERN employees can obtain authorization for holding and using a cell phone or similar electronic communication device while driving a vehicle on school business or using power machinery by submitting a written request setting forth the reason for the requested authorization to the employee’s direct supervisor. The direct supervisor will review the request and determine whether the use is necessary and appropriate. If the use is necessary and appropriate, then the supervisor will give the employee authorization.

When an employee is authorized to hold and use cell phone or other communication device while driving a vehicle on school business or using power machinery, the employee must operate the device and the vehicle or power machinery in a safe manner so as not to enhance the likelihood of accident.

2. Occasions when Electronic Devices Must Be Turned Off

An employee must turn off all electronic devices, with the exception of EASTERN-issued electronic communication devices, or put those devices in silent, non-vibrating mode when the employee is present in a class with students and during school assemblies.

Adopted: 3/13/13