| **Policy 401.12: Employee Use of Cell Phones** | **Status:** ADOPTED |
| --- | --- |
| **Original Adopted Date:** 01/17/2024 **| Revised Date:** 01/17/2024 **| Reviewed Date:** 01/17/2024 |  |

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the Tri-County school district and to help ensure safety and security of people and property while on school district property or engaged in school sponsored activities.  
  
***The italicized section below is for those boards that have school district-provided cell phones.  If your board doesn’t have them, this section can be eliminated.  If it does, the policy should be amended to reflect local policy and practice.  The italics and brackets should also be deleted.***  
  
*[The Board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent.  School district owned cell phones shall be used for authorized school district business purposes, consistent with the school district’s mission and goals.]  
  
Use of cell phones in violation of board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.  
  
The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement.  Provisions may also be included for staff use of privately owned cell phone for authorized school district business.]*  
  
Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulation developed by the superintendent.  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 cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.    
  
Cell phones are not to be used for conversations involving confidential student or employee information.  *[School district-provided cell phones devices are not to be loaned to others.]*  
  
School bus drivers 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.  Any such use must comply with applicable state and federal law and district policies and regulations.   
  
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> Iowa Code §§ 279.8; 321.276. |
| --- | --- |

| **I.C. Iowa Code** | **Description** |
| --- | --- |
| Iowa Code § 279.8 | [Directors - General Rules - Bonds of Employees](https://www.legis.iowa.gov/docs/code/279.8.pdf) |
| Iowa Code § 321.276 | [Motor Vehicles - Electronic Devices/Driving](https://www.legis.iowa.gov/docs/code/321.276.pdf) |

**Cross References**

| **Code** | **Description** |
| --- | --- |
| 707.05 | [Internal Controls](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=J8xEkSYCTKCiWjIqMsZ0Vg==) |
| 707.05-R(1) | [Internal Controls - Procedures](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=SYwfuslsh2c2IqsMCGAslsh5SLqw==) |