



Catalina Foothills Unified School District #16
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BOARD AGENDA ITEM

ITEM NO: 4.3

BOARD MEETING DATE: Tuesday, October 13, 2026

UNFINISHED BUSINESS: Approval of Revisions to Policy and Regulation, GBEF, GBEF-R, *Use of Portable Wireless Communications and Devices* (second reading)

SUBMITTED BY: Sheryl Castro, Executive Director of Curriculum and Assessment

PRESENTED BY: Sheryl Castro, Executive Director of Curriculum and Assessment

Presented for your approval are new Policy GBEF and Regulation GBEF-R, *Use of Portable Wireless Communications and Devices*. These documents were developed as part of the revision of Policy IJNDB and Regulation IJNDB-R, which now focus exclusively on student use of technology. Provisions related to employee use have been removed from IJNDB-R and are addressed in the new regulation, creating a separate framework for employee use of digital communications and electronic devices.

Changes made since the first reading are highlighted in yellow on the policy and regulation.

Policy GBEF establishes broad expectations for employees regarding the professional and responsible use of digital communications and electronic devices.

- [p. 2] One change was made to clarify that employees use approved technologies to communicate with parents/legal guardians and students *and to carry out other job-related duties and responsibilities*.

Regulation GBEF-R combines applicable employee technology provisions previously contained in Regulation IJNDB-R with guidance related specifically to staff use of digital communications and electronic devices.

Key provisions in the new regulation establish:

- Expectations for the safe and appropriate use of District Electronic Information Services and personal electronic devices.
- The *Professional, Accessible, and Transparent (PAT) Test* as a framework for employee electronic communications.
- District-approved methods for communicating with students and parents/legal guardians, including restrictions on the use of unapproved third-party communication applications.
- Expectations for employees' use of school-related and personal social media, including maintaining appropriate professional boundaries with students.
- Requirements for District-affiliated social media accounts and website publishing.

Changes made to Regulation GBEF-R since the first reading include the following:

- [pp. 1-2] Letter F under *Acceptable use of the District's Electronic Information Services (EIS)* was removed.
- [p. 2] Letter G was modified as follows: Obtain permission from an administrator before making publicly available any images, video, or audio files recorded *during school hours or at any school-sponsored event or activity, regardless of the time or location*.
- [pp. 2] Letter C was modified to clarify prohibited uses of the District's EIS, including use for commercial purposes, personal financial gain, or fundraising or soliciting support for non-District causes.

Together, Policy GBEF and Regulation GBEF-R provide clear expectations for employee use of technology and digital communications, while maintaining a distinct separation between employee and student technology use.

RECOMMENDED MOTION: I move that the governing board approve Policy and Regulation, GBEF, GBEF-R, *Staff Use of Digital Communications and Electronic Devices*, as presented.