

## PHONES AND OTHER COMMUNICATION DEVICES POLICY

The District's policy covers phone usage while at work, including the use of cell phones/communication devices while operating motor vehicles on District business.

### 1. Personal Phone Calls Use of Communication Device

Personal phone calls, messages, texting, audio/video recording, and other features of whether via an employee's private cell phone/communication device or the District's telephone equipment, are restricted to authorized break periods, except under obvious emergency situations. Excessive personal calls can result in lost productivity and distract fellow employees. District-issued cell phones/communication devices are to be used only for official business reasons.

If an emergency situation arises and the District-issued cell phone/communication device must be used for a personal call reasons, and the employee is not able to obtain prior authorization from a supervisor, the employee is required to notify the supervisor as soon as is practicable. The employee is required to furnish the reason for the call emergency communication and, if requested, the number called contact information of the recipient. Violation of this section may result in the employee being responsible for reimbursing any costs incurred.

Employees are expected to protect the District-issued cellular equipment/communication devices from loss, damage, or theft.

### 2. Cell Phone/Communication Device Use in Vehicles

All employees are expected to follow applicable state & federal laws regarding the use of cell phones or other hand-held devices at all times. Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cell phones/communication devices while the vehicle is in motion, unless using a hands-free device. This includes dialing, answering, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion. Safety must come before all other concerns.

Employees shall pull off the road and safely stop before placing or accepting calls, texting, or checking and responding to messages, unless they are using hands-free operations/devices. This policy does not include passenger use of cell phones/communication devices.

This prohibition is in effect regardless if the cell phone is issued by the for both District issued devices and those or is privately owned by the employee.

### 3. Phone Use in Business Meetings

Phone use during meetings, unless specifically required and authorized, is forbidden. Cell phones/communication devices must be turned off or left in silent mode.

### Additional Cell Phone Functions and Services

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In addition to telephone service, many cell phones or cellular providers offer various functions and/or services, including text messaging and digital photography not directly related to work. Employees are strictly prohibited from using any of these or similar features while at work or while operating a motor vehicle.

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**PHONES AND OTHER COMMUNICATION DEVICES POLICY - ADMINISTRATIVE REGULATIONS**

1. Assignment of District-owned cellular telephones and service plans

The following employees are to be assigned and must carry and accessible by a District owned cellular telephone during working hours. An appropriate service plan will be provided.

- Superintendent, Associate Deputy Superintendents, District Supervisors, Chief Nurse, and District Executive Directors, and Fiscal Services Officer
- School Principals, and Assistant Principals, and Deans
- Information Technology Personnel
- Bus drivers (when children are present), mechanics, and transportation assistants/trainers area leads, and facilitator
- District Maintenance, School Maintenance, and Warehouseman; Courier, Information Assistant

Others may be permanently or temporarily assigned telephone cell phones by the Superintendent on a case by case basis.

2. Service Plans

The District will purchase the minimum service plan for all employees assigned a cellular phone with the following exceptions for which the District will purchase a plan appropriate for their specific needs:

- Superintendent
- Associate Superintendents
- Director of Management Information
- District Supervisors
- Transportation Assistants

3. Usage

Cellular telephones owned by the District and used by employees shall only be used for Lyon County School District business.

4. Because it may be beneficial to both the employee and the District for the employee to use a personal telephone cell phone, an employee may request the Superintendent approve the use of a personal telephone cell phone in lieu of a District owned telephone cell phone. If approved, the

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employee is entitled to reimbursement of up to 75% of the monthly service charge that would have been paid had the employee elected to use a District ~~telephone~~ cell phone contingent upon the following conditions.

- The employee's service plan is equal to or better than the District's plan.
- The reimbursement does not exceed the employee's actual cost.
- The ~~telephone~~ cell phone number is as accessible as a district's ~~telephone~~ number.
- For employees granted a base monthly service time, no reimbursement for the costs or calls beyond the base will be allowed since personal calls most likely contribute to the excess time. Employees are not allowed to conduct personal business by ~~cellular~~ cellular telephone during their work hours.

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