

8.25—CLASSIFIED PERSONNEL CELL PHONE USE

Use of cell phones or other electronic communication devices by employees during their designated work time for other than District approved purposes is strictly forbidden unless specifically approved in advance by the Superintendent, building principal, or their designees. In addition to the language in this policy, the use of District provided cell phones is governed by Policy 8.22—CLASIFIED PERSONNEL TECHNOLOGY USE POLICY.

District staff shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use school issued cell phones and/or computers for non-school purposes, except as permitted by District Policy, shall be subject to discipline, up to and including termination. School employees who are issued District cell phones due to the requirements of their position may use the phone for personal use on an “as needed” basis provided it is not during designated work time.

Except when authorized in Policy 8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, all employees are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including termination.

Except when authorized in Policy 8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, no employee shall use any device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including termination.

Legal References: IRS Publication 15 B
 [A.C.A. § 6-19-120](#)
 [A.C.A. § 25-1-128](#)
 A.C.A. § 27-51-1602
 A.C.A. § 27-51-1609
 [Commissioner’s Memo COM-24-038](#)

Additional Reference: ASBA Model Policies

Date Adopted: June 22, 2020

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