

# Employee Electronic Device Use Policy

## Aztec Municipal School District (AMSD)

### Purpose:

To maintain a focused and distraction-free learning environment for all students, this policy outlines expectations regarding the use of personal electronic devices by AMSD employees during instructional time.

### Policy Statement:

During instructional hours, AMSD employees—including teachers, paraprofessionals, aides, and other instructional staff—are prohibited from using personal electronic devices (such as smartphones, tablets, smartwatches, and similar technology) for non-instructional purposes.

This policy is consistent with the district's student policy, which prohibits student use of personal electronic devices during instructional time.

### Definitions:

- **Instructional Time:** The period during which students are scheduled to receive instruction or participate in educational activities, including class time, assemblies, and other structured learning environments.
- **Personal Electronic Devices:** Any privately owned device capable of receiving, transmitting, or storing digital information, including but not limited to mobile phones, smartwatches, tablets, laptops (used for personal reasons), earbuds, and Bluetooth headsets.

### Acceptable Use Exceptions:

- Use of electronic devices for **instructional purposes** as part of a **planned lesson** or to support student learning (e.g., displaying content, using educational apps).
- Emergency communication with administration or emergency services.
- Brief, necessary communication during planning periods or lunch breaks outside of student instructional time.

### Unacceptable Use Includes:

- Personal texting, calling, emailing, or social media browsing during instructional time.
- Streaming content, browsing the internet, or engaging in any activity unrelated to instruction or student supervision.

### Enforcement and Consequences:

- Supervisors and administrators may monitor and enforce this policy.
- Employees found in violation of this policy may be subject to progressive discipline, up to and including a formal reprimand or administrative action, as outlined in the AMSD Employee Handbook.