Access to Cellular and/or Wireless Telephone Equipment and Accounts

Access to cellular and/or wireless telephone equipment and accounts is made available exclusively for instructional and administrative purposes in accordance with guidelines and regulations developed by St. Mary's Charter School] ("School"). Access to this equipment is a privilege, not a right, and can be revoked at any time.

The Superintendent or designee shall develop and define guidelines for the responsible and ethical use of School-supplied telephone equipment and accounts. Such guidelines shall be distributed to all School employees.

1. Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of school phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees are directed to make personal calls during breaks and lunch period and to ensure that friends and family members are aware of the school's policy. SMACS will not be liable for the loss of personal cellular phones brought into the workplace. Employees are not authorized to use personnel cell phones in place of school provided communication devices.

2. Personal Use of School-Provided communication devices.

Where job or business needs demand immediate access to an employee SMACS may issue a business cell phone for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of equipment, such equipment is to be used for business reasons only. Employees in possession of school equipment such as cellular phones, are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection.

3. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include driving or equipment operation are expected to refrain from using their phone/communication device while driving or operating equipment. Safety must come before all other concerns. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle or to shut down the equipment before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an

option, employees are expected to keep the call short, use hands-free options if available and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees required to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Consequences for Violations

Violations of the School's guidelines for access to cellular and/or wireless telephone equipment and accounts will be treated like other allegations of wrongdoing. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violations of these guidelines may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all cellular or wireless telephone resources.
- Disciplinary action, up to and including termination.
- Legal action according to applicable laws and contractual agreements.