

RAYMOND SCHOOL DISTRICT POLICY - EDCA

Employee Use of Electronic Communication Devices, **Photographing, and Recording**

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District-owned cellular telephones and other devices will be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use, and reimbursement. Provisions may also be included for staff use of privately owned cellular telephones and other devices for authorized District business.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles.

Emergency Use

Students and staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

A school bus driver is prohibited from operating a school bus while using a cellular telephone except:

- (1) During an emergency situation;
- (2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
- (3) When the school bus is parked.

Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

Photographing and Recording

Employees shall not use electronic communication devices whether District-owned or personal devices to photograph or record students without the prior written consent of the parent and Superintendent or designee.

Employees are prohibited from photographing or recording any person in any place or situation where the individual has a reasonable expectation of privacy. Places or situations where individuals have a

reasonable expectation of privacy include but are not limited to: a bathroom, locker room, or any other changing areas.

Violations/Disciplinary Action

Any employee who violates this Policy will be subject to disciplinary action up to and including termination.

Appendix EDCA-R

Legal References:

RSA 265:105-a, Prohibited Text Messages and Device Usage While Operating a Motor Vehicle

Adopted: July 20, 2022

Proposed revision first reading: June 6, 2023