

PERSONNELUse of district phones, personal cell phones, and district cell phonesDistrict Phones

Personal phone calls shall be kept to a minimum.

Personal Cell Phones

Administrative rule will govern the use of personal cell phones during working hours.

District Owned Cell Phones

District cell phones may be provided to employees when job functions require mobility and immediate accessibility.

The District recognizes that there may be circumstances that require personal use of cellular equipment.

Cell phones are to be used primarily for:

- Emergency situations.
- Communicating with administration, staff members or other district activities.

Cell phones are not to be used:

- During classroom instructional time unless it is for an emergency or the call is an integral part of a learning activity.
- By students.
- For personal entertainment (e.g., 900 numbers, movie links, Internet access, etc.)

Policy Adopted: 07/24/06
Policy Revised:
KAG:ems

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