

GBEF Personal and District Issued Personal Electronic Devices

The Board recognizes that the use of personal electronic devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, 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 personal electronic devices, as deemed appropriate by the Superintendent. Personal electronic devices issued by the District may include, but are not limited to, cellular telephones, walkie-talkies, tablets, and computers.

District-owned personal electronic devices shall 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 involving personal health and safety.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Use of personal electronic 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 personal electronic device needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned personal electronic devices for authorized District business.

Students and staff are encouraged to use any available personal electronic /communication device 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, and (3) when the school bus is parked.

Employee Use of Electronic Communication Devices

The Board recognizes that employees may carry personal electronic devices either district-owned or personally owned and hereby adopts this policy.

It is important for school employees to model the behavior we expect from our students pertaining to the use of cell phones and other personal electronic devices during the school day and school activities. In order to avoid disruptions to the educational process and school programs, employees are expected to turn off their electronic devices and refrain from personal calls, emails, texts and/or other personal business while supervising students and/or performing assigned duties during work time.

It is understood that employees may in extreme circumstances, have an emergency or urgent business that cannot wait for a schedule break, but employees are expected to exercise good judgment in this regard and keep personal business to an absolute minimum during work time.

Legal Reference: MCL 380.1303 (PA 132 of 2003)

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