

### **Use of Cell Phones (Personal)**

A personal cell phone may be carried by an employee of Franklin County Schools during regular work hours; no personal business shall be conducted on personal cell phones in the presence of students.

The use of personal cell phones should be limited during the regular work day to ensure that the needs of the students are fulfilled.

Personal cell phones should not be visible since students are not to use cell phones during regular school hours; employees of the school system must serve as appropriate role models.

It is suggested that all employees put their personal cell phone on 'Vibrate' during regular working hours. 'Vibrate' will allow the employee to see message(s) or attempted call(s) without disturbing the school/work environment; this will allow the employee to return the text, or call, outside the presence of students, and obtain coverage for the classroom, if needed.

Employees should be extremely careful when using personal cell phones; students should not be left unattended.