

Marion County Board of Education

Monitoring: Review: Annually in February	Descriptor Term: Staff Cell Phone Policy	Descriptor Code: 5.6002	Issued Date: 07/29/19
		Rescinds:	Revised:

1 Except in cases of emergency, employees shall use cell phones for personal use only during non-
2 working hours such as meal periods and breaks. This prohibition includes, but is not limited to,
3 receiving or placing calls, text messaging, internet use, receiving or responding to email, checking
4 voicemails, viewing or posting on social media pages, or any other personal use. In keeping with
5 this policy, for non-supervisory and non-administrative employees, personal cell phones or other
6 communication devices should be kept turned off or kept on silent during normal working hours.

7 Employees shall not send personal text messages to individual students. Staff-to-student calls or text
8 messaging shall only be used to communicate messages regarding instruction, directions to members
9 of extra-curricular or co-curricular clubs/teams/organizations or other essential school-related
10 business.

11 If an employee is the recipient of an illegal or inappropriate text, voice, or picture message,
12 attachment, or communication, the employee shall immediately report this to his/her supervisor. The
13 contents of such messages shall not be shared with anyone other than the supervisor(s) and/or law
14 enforcement officials.