

CELL PHONES AND PORTABLE COMMUNICATION DEVICES

The School Committee recognizes that today's society is different from previous generations. Cell phones and portable communication devices (PCDs) play an important part in employee and student safety and communications. Cell phones and PCDs are defined as current and emerging technologies that are wireless units that send and/or receive electronic communications in an analog or digital data transmission. The possession or use of cell phones and PCDs are prescribed for employees and students as follows:

1. Employees

- a. Employees of Agawam Public Schools are granted permission to possess and use cell phones and PCDs in the official job capacity consistent with their job description.
- b. Employees who possess and use cell phones and PCDs in their official job functions will be provided a cell phone owned by the Agawam Public Schools. The use of these units is for school business only. Any personal calls may be charged against the employee if the call causes a financial charge to the district.
- c. Designated employees who are issued school-owned cell phones should keep their phones on and charged during the school day and while conducting school business/events.
- d. Employees who own a personal cell phone and/or PCD must ensure that the device does not ring or interrupt the academic classroom environment or the job performance of the employee. Employees must take pro-active steps to ensure that the cell phones do not ring during their instructional hours.
- e. Administrators are required to have a school-issued cell phone on throughout school hours and events.
- f. The School Committee may review employee phone call records and charges for any school-owned cell phone or PCD at any time.
- g. Employees who violate this policy will be subject to disciplinary actions by the Superintendent.

2. Students

- a. Students may possess and carry cell phones and PCDs; however, these units must be **turned off and not visible** during the academic school day to ensure that disruption and interference of the instructional and academic climate of the school do not occur.
- b. Students may not use or operate cell phones or PCDs during the school day. The "school day" is defined as once the first hour starts and throughout the day until the last hour/bell is over. Additionally, school meetings, activities, events, and trips are defined as extensions of the school day.
- c. The school administration may, in its sole discretion, grant exceptions for cell phones and PCD use based upon critical need and appropriate documentation.
- d. Students may use their cell and PCDs before and/or after school.
- e. Students who violate this policy will have their cell phones or PCDs confiscated and may face disciplinary actions by the administration. Parents may pick up confiscated items after school.
- f. Agawam Public Schools will not be liable for any property not picked up by parents within 48 hours of notification.