

CELL PHONE POLICY

Use of a cell phone by an employee is permitted only during non-instructional time, unless previously approved by the school principal.

When on an approved call, employees should withdraw to an non-instructional, non-student area where the conversation will not be overheard. Employees should ensure that their friends and family members are aware of this policy.

Ringers and audible alerts should be turned off in the classroom.

Employees should not communicate with students from their personal cell phone, except when authorized by the principal or athletic director.

The NPS is not responsible for the loss of personal cell phones brought into the workplace.

Employees who are required to drive to various locations during the workday are expected to refrain from using their phone while driving. Safety must come before all other concerns. Employees should make every effort not to use their phone when driving on school property. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop their vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees required to place themselves at risk to fulfill business needs. Employees who are charged with violations of this policy resulting from the use of their phone while driving will be solely responsible for all liabilities that result from that action.

Adoption Date: