



## **Administrative Procedure 2140**

# ***Use of Cell Phones and Electronic Communication Devices by Employees, Trustees, Parents, Volunteers and Visitors***

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**Board Governance Policy Cross Reference:** [1](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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**Date Adopted:** June 2010

**Amended:** May 2019

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The Brandon School Division recognizes the use of electronic communication devices. The Division also recognizes its social responsibility to provide for appropriate etiquette/guidelines for the use of these electronic communication devices by trustees, employees, parents, volunteers and visitors, within the Division facilities and on Division property.

It is the intent of this Administrative Procedure to manage the use of these electronic communication devices to maximize the administrative operations in our schools and administration facilities, to protect the integrity of these operations, and to provide privacy and safety to all.

Electronic communication devices are those that allow two-way communication with capabilities that may include, but are not limited to, telephoning, texting, e-mailing, recording digital video, sound, still photos, and internet broadcasting.

All Division trustees, employees, parents, volunteers and visitors in possession of a cell phone and/or electronic communication device must have the device turned off or silenced to prevent any audible tone or ring prior to entering Division facilities. Use of such communication devices is to take place during approved breaks. Exceptions include the use of these devices by teachers for instructional or learning purposes.

No Division employees shall use hand held electronic communication devices while operating Division vehicles or equipment. Further, Division trustees, employees, parents and volunteers, shall not use hand held electronic communication devices while operating vehicles or equipment for Division activities. Use of such communication devices is to take place while the vehicle or equipment is stopped.

Use of an electronic communication device equipped with a digital camera to record video, still shots or sound may only be done with the permission of the Superintendent/CEO or designate and with the full advance knowledge and

permission of the individuals or groups being recorded.

Cell phone use by Division non-instructional staff and other agencies (e.g. Brandon Police Service) in the normal performance of their operational duties is authorized by the Superintendent/CEO or designate.