


<b>Category:</b>	Workplace	<p style="text-align: center;"><b>INCA Community Services Personnel Policy</b></p> 
<b>Sub Category:</b>	Technology Resources	
<b>Effective Date:</b>	04/10/2004	
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<b>Forms:</b>		
<b>Responsible:</b> Supervisor and Management		

## Personal Cell Phone Use Policy

### Purpose/Introduction

The purpose of this policy is to promote a safe and productive work environment and increase public safety. This policy applies to both incoming and outgoing cellular calls. While at work employees are expected to exercise the same discretion in using personal cellular phones or similar devices as is expected for the use of company phones.

### More Restrictive Policies

To ensure the safety and security of staff, service recipients and general public and to insure local, state and federal regulations and laws are enforced a more restrictive policy for personal cellular phone use or similar devices will be required for Head Start Classrooms and the operation of a vehicle while on agency related activities. Please see the appropriate section.

### General Guidelines

- Cell phones or similar devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
- Employees may carry and use personal cell phones or similar devices while at work on a sporadic basis. If employee use of a personal cell causes disruptions or loss in productivity, the employee may become subject to disciplinary action per agency policy.
- The agency will not be liable for the loss of personal cellular phones brought into the workplace.

### Head Start Classrooms

- It is of utmost importance, to ensure the safety and effectiveness of the classroom environment that every classroom staff member's attention remains on the children at all times. A lapse of attention for a moment could result in a serious accident; which with appropriate supervision, would have been prevented.  
Therefore: Cell phones are not permitted in any of the Head Start program areas.
- Cell phones or similar devices should remain turned off and stored in a purse, bag, coat, etc. while a staff member is clocked in.
- Cell phones or similar devices use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.

- It is expected that when leaving the center for any reason (walk, field trip, playground, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for their personal calls/text messaging.
- In the event of an emergency, the staff member must inform the Area Supervisor of the situation and obtain the permission of the Head Start or Human Resource Director to have a cell phone in the classroom out of the reach and sight of the children. In this case, the cell phone must be set to vibrate and recommend that the employee uses text to communicate. Texts and/or calls may be answered only after the safety of the children is secured. Classroom ratios must be maintained all times.
- Management, Volunteers, Parents and Guests in classrooms will respect the no cell phone policy while in classroom and keep phones on vibrate and out of sight. If they need to answer they will step outside of the classroom or an area where it will not be distracting.
- All pictures taken in HS/EHS rooms will be done on a provided Agency device, not on a personal device. Any posting or sharing will be done from said device.
- Parents and teachers must communicate through Agency lines of communication (email, classroom phone), not through personal devices. Parents need to be given Agency contact information (email, classroom phone number). Parents are not to be given personal cell phone numbers of employees for agency related matters.
- Agency phone numbers are your work number and need to be given to family members, children's schools, etc to be used in case of emergency
- Personal cell phones are not to be out in the classroom. A formal verbal, then written warning will be given. (not sure what you would want to say here as far as consequences)

### **Agency Vehicle Operations**

Research indicates that cell phone use while driving is dangerous, and may even approach the equivalent danger of driving while drunk, according to some studies. INCA Community Services prohibits employee use of personal cellular phones or similar devices, for business or personal purposes, while driving an agency vehicle.

This prohibition of cell phone or similar device use while driving agency or personal vehicle while conducting agency business includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, or checking for phone messages. Agency business includes any purpose related to employment with the agency; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the agency; or any other agency related activities not named here.

We recognize that other distractions occur during driving; however, curbing the use of cell phones while driving is one way to minimize the risk for our employees of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device.

Incoming calls may be received only if you are using a hands free device.

### **Disciplinary Action**

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.