

**- CLASSIFIED PERSONNEL -****Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

Employees may use their personal cell phones/telecommunication devices to create video/audio recordings or to take pictures of in-class instructional activities that highlight students being actively engaged in the learning process. These photos can only be distributed through the District Board of Education Office. These photos/videos shall not be used for personal reasons. Once videos/photos have been provided to the Board of Education Office they shall be removed from the employee's personal device.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.