

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.13
Effective Date:	3/12/14
Review Date:	7/21/2023
Revised Date:	7/21/2023
Page:	1 of 1

- I. Policy: The Cell Phone Policy outlines acceptable cell phone usage by St. Joseph Academy employees.
- II. Procedures:
 - A. Personal cell phone usage is restricted to break, lunch, or prep time for non-management staff. Cell phone usage includes, but is not limited to: text messages, personal phone calls, internet and emails.
 - B. Personal cell phones are not to be used at any time when engaged in the supervision of children or when performing the duties of a normal employment day.
 - C. When an office or classroom phone is not accessible, center-owned walkie-talkies will be used. Walkie-talkies will be used inside the building, when on the playground, at the park or around the outside of the building.
 - D. Personal cell phones may be used if necessary for safety or in emergency circumstances.
 - E. St. Joseph Academy investigates and responds to all reports of violations of the cell phone policy and other related policies. Violation of the company's cell phone policy will result in disciplinary action up to and including termination.

Approved by:



President/CEO

Date

