

Child Development Staff Expectations on Electronics Usage

Having electronics such as a cell phone at work can be useful, but it can also be very disruptive. When it comes to using electronics at work, you must be mindful of best practices including responsibilities for supervision of children, maintaining family trust, respect for colleagues and your own ability to get your job done. Here are some guidelines you should follow if you have electronics at work:

1. Cell phones

a. *Personal Cell Phone Use in the Classroom:*

It is important that every staff member's attention remains on the children at all times. Cell phones are not to be used during class time. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children. Silence your phone and send calls to voicemail. You may check your phone during a break. If you are in doubt about whether an incoming call is important, let voicemail pick it up. It will take much less time to check your messages that it will to answer the call and then tell the caller you can't talk.

b. *Waiting for Important Calls:*

If you are waiting for an important call please let your supervisor know. The school nurse calling to say your child is ill, your child calling to say he has arrived home from school safely, and family emergencies that you must deal with immediately are important. Your child's school and/or family members should have the center phone to reach you in an emergency.

c. *Cell Phones with Cameras:*

- a. The use of the camera or video option on any cell phone is prohibited in the Child Development Program. ***Utilize classroom iPads for documentation involving photos/videos.***

d. *Cell Phone Use While Driving:*

- a. You may NOT use your cellular phone to receive or place calls, text, surf the internet, check phone messages or respond to email while driving if you are in any way doing activities that are related to your employment.

e. *Cell Phones at Meetings/Trainings:*

- a. When attending training, staff meeting or supervision you will be expected to silence your phone. Wait for the break to check for texts or messages. Even if you set your phone to vibrate you will be tempted to check it so just put it away.

2. Other electronics:

- a. Staff is not allowed to surf the internet for personal use, read personal eBooks, or interact on social media during classroom coverage at naptime. This is paid time and can be better utilized for planning, organizing, etc....
- b. The use of personal electronic devices such as iPods or iPhones for streaming children's music from a docking station is at your own risk. The program provides CD players and does not take responsibility for the loss or damage to an electronic device.

****Please be advised that if the above guidelines are not adhered to disciplinary action may be taken****

Staff Name (Print) _____ Staff Signature: _____

Date: _____