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Ref #: Personnel Policies 403	Policy Council Approval Date: 10/29/19

COMPONENT: ADMINISTRATION

SUBJECT: CELL PHONES

PERFORMANCE OBJECTIVE: To define appropriate use of personal cell phones while working at Highland Rim Head Start, during Head Start classes, training sessions, and meetings in order to maintain a workplace that provides a safe, healthy learning environment for our children.

POLICY AND PROCEDURE:

- Personal cell phones are not to be used in the centers, classrooms and playgrounds.
- **Staff will not use their cell phones to take pictures of children, nor post any pictures regarding Head Start children on social media, i.e. Facebook.**
- Cell phones are to be used only during break times outside of the facility.
- Staff will ensure necessary family members or others have the land line number to ensure they can be contacted in the event of an emergency.
- Employees in violation of this policy may be subject to disciplinary action up to and including termination.