

**Cumberland County Board of Education  
Administrative Procedures**

Revised:	Procedure:	Policy Reference:
7/24/25	Use of Personal Communication Devices & Electronic Devices	6.312

**Faculty/Staff Personal Communication Devices and Electronic Devices Procedures**

**Policy**

Cumberland County School System respects the rights of employees; cellular phones may be used for job related communication during work hours provided such use does not disrupt the learning environment. Personal use of cellular phones shall be limited to off duty time.

**Employee Expectations**

Employees' phones should be silent or off, and not visible to students unless used for instruction or emergencies. (Using Skyward)

**Enforcement of Student Policy**

**Procedures**

Teachers are responsible for ensuring all students place phones in designated pouches or storage containers (lockboxes, pouches, backpacks, etc.)

No exceptions unless officially documented by administration.

Immediate response to student violations is expected.

Confiscate phones/devices.

Complete discipline referral and submit with phone/device to administration.

Refer students to administration immediately who refuse compliance.

Consistently enforce the policy each and every day.

Avoid selectively enforcing the policy or allowing "gray areas."

Administration will refer to policy in regard to consequences.

**Consequences for teachers/staff not following/enforcing the policy.**

**Option 1:**

- Selective enforcement is not permitted.
- Teachers undermining the policy may face administrative consequences.
- All staff are expected to uniformly enforce procedures district-wide.

## **Employee Discipline**

If you do not enforce the policy, you are considered insubordinate:

- Verbal
- Written
- Suspension