

## Procedure

### **FILE: IJNDD**

- Cell phones must be turned off during instructional and/or duty time.
- *A.L.I.C.E. registered cell phones must be turned on vibrate during instructional and/or duty time to communicate with and receive emergency notifications from the COPsync 911 App.*
- Staff members are free to use cell phones during lunch time and/or in between class time.
- If there are personal circumstances that require a staff member to be readily available by cell phone (ex., family illness), an administrator should be alerted to this temporary situation.
- In no circumstances should staff members use cell phones during a building evacuation, pursuant to bomb threat procedures contained in crisis response plans.