



BEGINNINGS AND BEYOND CELL PHONE USAGE POLICY

Beginnings and Beyond understands that there are circumstances in which employees need to make and receive personal phone calls or texts during work hours. This policy is intended to outline which circumstances employees may utilize cell phones to make and receive personal phone calls or text at work, and the limits of acceptable usage.

USAGE GUIDELINES

The following rules apply to all Beginnings and Beyond employees/volunteers at all times during work hours:

- Employees/volunteers are strictly prohibited from utilizing personal cell phones to photograph or record a child while at the center unless permission has previously been obtained from the child's parents/guardians and are strictly prohibited from posting/sharing photographs/videos of a child taken at the center on any social media site. No phone calls are to be taken or made in the classroom unless specifically approved by the office.
- Employees are only permitted to photograph or record a child while at the center for work-related purpose. For example, photographs for Brightwheel, Teaching Strategies Gold, or any other technology used for work purposes. Such photos/videos may only be sent to/shared with that child's parent(s)/guardian(s).
- Employees/volunteers are prohibited from allowing any child to utilize their personal cell phone/tablet/computer or etc. This includes allowing a child to play games or watch videos. However, teachers are permitted to use their personal phones to play music. Any such music must be child-appropriate (kids pop, etc.) and the phone must be placed up and away from the child's direct access.
- Employees are prohibited from using personal phones for playing games, texting, surfing the internet or making personal phone calls or texts during work hours. However, such rules do not fully apply to nap time. If all children in a teacher's care are asleep, the teacher may utilize their phone for personal texts, games or etc., assuming all cleaning and other work is complete. If a child is to wake up, the teacher is responsible for immediately putting the phone away and attending to the child.
- *Note: If a text is work related and is sent to/from the office or to/from another employee regarding a valid work need, then staff may respond with a quick response without needing to step out of room.*

PERSONAL PHONE USAGE PROCEDURE

In instances where a staff member must use their phone to make a personal phone call or text, the employee/volunteer should follow the procedure below:

- For quick personal texts an employee/volunteer shall ensure that another staff member is directly supervising all children in their care.
- Employees are permitted to send quick text messages to an individual in the office for work-related inquiries during work hours.
- For any personal phone calls an employee must find another staff member to cover their classroom prior to making or receiving a personal phone call. No phone call on cell phones should be held in the classroom whether the employee is clocked in or on break.
- When another staff member is able to cover, the staff member may exit the room and into the hallway to make/receive the personal phone call. Staff are reminded to use appropriate tone and language while on the phone in the work place regardless of the nature of the call.
- All phone calls must be ended prior to re-entering the classroom to ensure full attention is given to the children.

PENALTIES / RECOURSE

Beginnings and Beyond has a "strike" policy with regards to cell phone usage. If an employee is using a cell phone inappropriately in any manner as stated above, or any other inappropriate manner, the employee will have to leave their cell phone in the office every day, all day for one week. The phone should be left at the start of their shift and picked up at the end. They may have it for lunch periods if needed as well, however the above rules still apply. There will be a log that an employee needs to sign in order to sign in and out their phone from the office. The employee will have two more chances after this, both handled the same way as mentioned above. Once a fourth incident occurs, the employee will lose all privileges of keeping their cell phone with them during work time and will have to sign their phone in and out of the office every day for the span of three months. After that time, the employee will be given a fifth and final opportunity. If there is a fifth occurrence, the employee will have to leave their phone in the office and sign it in and out every day for the remainder of their employment. Please note that Beginnings and Beyond reserves the right to monitor employees for excessive or inappropriate usage of cell phones during work hours. If an employee is deemed to be misusing their phone during work hours, or is found to have broken any part of this policy, said employee is also subject to written corrective action up to and including termination of employment. For an actions that breach or violate the confidentiality of any child, family, or staff member the employee may be subject to severe corrective repercussions or immediate termination. Such corrective action is left to the discretion of the owner, Danielle Harrison.

By signing below, I acknowledge that I have read the above Social Media Policy and intend to abide by the above mention guidelines. I am aware that if I fail to abide by said guidelines I may face corrective action, including possible termination.

EMPLOYEE SIGNATURE: _____ **DATE:** _____