



BEGINNINGS AND BEYOND PERSONAL ELECTRONIC USAGE POLICY

USAGE GUIDELINES

****No cell phones, personal tablets, personal laptops, or ear buds of any type are permitted while clocked in to work.**

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

- Upon clocking in, employees are to have the office put their cell phone in the cell phone lock box.
- If they are seen with the phone in hand, they will be instructed to put the phone in the office and will be placed on corrective action for non-compliance.
- Any times that employees are clocked in/working at the center, their cell phones must be locked in the office.
- Employees are only permitted to photograph or record a child while at the center for work-related purposes, utilizing the work tablets.
- Employees are prohibited from using personal phones for playing games, texting, surfing the internet or making personal phone calls or texts during work hours.
- For any personal phone calls, an employee must find another staff member to cover their classroom, and then may ask for their phones to make the call. Phones must be placed back in the lock box after the call is made. Employees must clock out for all phone calls.
- If a staff member wants to order food prior to their lunch time, they need to clock out and obtain their phone from the office to order the food. The phone must then remain in the office until their lunch time. Any food deliveries received will be held in the office until the employee clocks out for their lunch.
- If employees are concerned about emergency contacts, they must tell individuals to call the center in the case of emergency. The staff member will be notified of phone calls made to the center for them.

PENALTIES / RECOURSE

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 subject to corrective action up to and including termination of employment. For any 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 and Administrator.

By signing below, I acknowledge that I have read the above 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:** _____