IC3 Personal Electronic Device Policy

Purpose:
To ensure the safety, engagement, and well-being of children in our care by minimizing distractions, all IC3 staff who supervise children, or who may be assigned to act as a supervisor of children, are prohibited from using personal electronic devices while working with children.

Scope:
This policy applies to all IC3 staff members in roles that involve supervision of children, whether on a regular or occasional basis.

Prohibited Devices:
Personal electronic devices include, but are not limited to:

- Cell phones
- Smart phones
- Smart watches
- Smart wearable technology
- Tablets & electronic book readers
- Earbuds & headphones

Conditional Devices:
Personal electronic devices that can be used in a professional capacity

- Laptops for planning, assessment and professional development.

Policy Guidelines:

1. **Use During Work Hours:**
    - Personal electronic devices may not be used during work hours while supervising or responsible for children.
    - Devices must be turned off or silenced and must be stowed in a classroom cabinet (not carried on the body), unless a medical exemption exists.
2. **Medical Exemption:**
    - Staff who require the use of smart devices for medical purposes may request an exemption.
    - A valid doctor's note is required and must be submitted to the Program Director and/or Executive Director.
3. **Work-Related Use:**
    - When staff leave IC3 property for business purposes, cell phones, smart phones, and/or smart watches may be used strictly for professional communication related to IC3 operations.
4. **Prohibited Activities:**
    - Personal calls, texting, emailing, internet browsing, social media use, gaming, or listening to music/podcasts via earbuds/headphones are not permitted during work hours in the presence of or while responsible for children.

Enforcement:
Violations of this policy will be addressed in accordance with IC3's Progressive Discipline Policy and will include verbal warning, written warning, and the restriction of personal electronic devices on IC3 and/or Kendal Property.

Acknowledgment:
I have read and understand the IC3 Personal Electronic Devices Policy. I agree to comply with all requirements.

Name _____ Signature & Date _____