

# Central Eglinton Children's Centre

## Cell Phone/Smart Watch Policy

**Date Policy and Procedures Established: July 9, 2020**

**Date Policy and Procedures: February 22, 2024**

CECC's cell phone policy offers general guidelines for using cell phones during work hours.

This policy applies to all CECC employees.

### **Cell Phone Use Guidelines:**

The following are CECC's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Cell phones/smart watches must not be used:
  - In the presence of the children, supervision of children.
  - For surfing the internet, social media (other than for work purposes).
  - For gaming during working hours.
  - To take photos, videos or audio recordings of the children.
  - During meetings.
  - To make or receive personal calls during working hours with children and families.

Cell Phone use may be permitted under the following circumstances:

- For making calls to CECC parents, when there is no access to the centre's phones.  
Employees must block their number.
- On field trips for communication with the centre and/or parents.
- In an emergency situation when there is no access to the centre's phones.

Documentation, photographs, videos, and audios, must be done on the devices provided by CECC.

### **Disciplinary Action:**

Improper use of cell phones/smart watches may result in disciplinary action.

Cell phone/smartwatch usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

**Children while in CECC's Care - Cell phones/smart watches need to be turned off and stored in their bag.**

