



FMS Classroom Cell Phone Policy

School-Issued Phone Usage Policy & Staff Agreement

Updated March 2026

1. Purpose

FMS provides classroom cell phones to support communication, documentation, and student management through approved school platforms such as the Brightwheel application. These devices are intended to facilitate communication with families, maintain student records, and support classroom operations.

This policy establishes expectations for proper use, professional boundaries, device care, and supervision responsibilities related to school-issued phones.

2. Ownership and Monitoring

All classroom phones, data, applications, photos, and communications conducted on the device are the property of FMS.

- Staff should have no expectation of personal privacy when using school-issued phones.
- School administration may review, inspect, or audit devices and communications at any time.
- Devices may be checked periodically to ensure compliance with school policy, licensing regulations, and communication standards.

3. Authorized Use

Classroom phones may only be used for official school purposes, including:

- Parent communication through approved applications
- Student check-in/check-out
- Attendance tracking
- Student documentation (photos, notes, incidents)
- Emergency communication
- Classroom operational needs (sound machines, educational songs, etc.)

All communication with families should remain professional, factual, and school-related.

4. Prohibited Use

School phones may not be used for personal purposes, including but not limited to:

- Personal calls or text messages
- Social media access
- Personal email
- Personal photography
- Streaming media or entertainment
- Personal web browsing
- Downloading unapproved applications

Personal use of school devices is strictly prohibited. Staff should not log personal accounts into school devices.

5. Professional Boundaries

To maintain appropriate professional boundaries:

- Staff should communicate with parents only through approved school platforms.
- Personal phone numbers should not be shared with parents unless authorized by administration.
- All communication should remain professional, respectful, and school-related.

- Staff should avoid messaging outside of reasonable working hours unless related to an urgent school matter.

6. Child Supervision Requirements

In accordance with Arkansas child care licensing standards, staff must maintain active supervision of children at all times.

Use of classroom phones must never interfere with supervision, safety, or engagement with children.

Staff responsibilities include:

- Maintaining visual and auditory awareness of all children
- Avoiding prolonged phone use while supervising children
- Using the phone only briefly and when necessary for school documentation or communication
- Ensuring attention remains primarily focused on the children

Failure to maintain proper supervision may result in disciplinary action and could constitute a licensing violation.

7. Appropriate Photo & Documentation Practices

When using the phone for classroom documentation:

- Photos should only be taken of students enrolled in the program
- Images must be used only for educational documentation or parent communication
- Photos should not be stored outside of the approved school platform
- Photos must not be shared externally, saved to personal devices, or posted on social media

All student information must remain confidential.

8. Care and Maintenance of Devices

To ensure longevity and proper function of classroom phones, staff are expected to:

- Keep the phone in the assigned protective case
- Store the phone in the designated classroom location
- Avoid dropping, exposing to liquids, or rough handling
- Charge the phone daily as instructed, do not leave plugged in over the weekends
- Keep the device clean and free from food, water, or classroom materials
- Report damage, malfunctions, or missing devices immediately to administration
- Apple ID, Passcodes, Passwords, etc. should not be changed without notifying administration to ensure updated spreadsheet

Staff may be held responsible for negligent damage or misuse of school property.

9. Security and Data Protection

To protect student and family information:

- Phones must not be taken off school premises without permission
- Staff must not share device passwords
- Devices should remain logged into school systems only
- If a phone is lost or stolen, staff must report immediately to administration

Confidential information must always be handled in accordance with school privacy policies.

10. Device Location

Unless otherwise directed:

- Phones should remain in the assigned classroom
- Phones should be accessible to staff when needed but stored safely
- Phones should not be carried for non-work purposes

11. Compliance

Failure to follow this policy may result in:

- Coaching or retraining
- Written warning
- Loss of device privileges
- Disciplinary action up to and including termination

Policy violations that affect supervision may also result in licensing reports or regulatory consequences.

12. Policy Updates

FMS reserves the right to modify this policy at any time to remain compliant with school operations, licensing standards, and technology requirements.

Staff Acknowledgement & Agreement

I acknowledge that I have read and understand the FMS Classroom Cell Phone Policy. I agree to follow all expectations regarding professional use, supervision requirements, confidentiality, and proper care of school-issued devices.

I understand that the device and all information contained within it are the property of FMS and may be reviewed by administration at any time.

I understand that violation of this policy may result in disciplinary action.

Employee Name: _____ Classroom: _____

Position: _____

Signature: _____ Date: _____