



CELL PHONES & TEXTING

In the interest of your safety, the safety of our resident children and other employees, we have established a list of conduct that is important for you to adhere to if you have access to a New Haven cell phone and/or are carrying your own cell phone:

- Cell phone usage (including texting) for personal business is **not allowed while you are providing active supervision** to youth.
- If you are provided a New Haven cell phone, personal use is prohibited except in the event of an emergency.
- Personal cell phones should be turned off or set to vibrate to prevent disruption to the milieu and/or others in the work environment.
- It is recommended that personal cell phones be stored in offices or with your personal belongings to prevent damage or disclosure of personal information.
- **Do not use cell phones or retrieve or text messages while driving youth**, in a New Haven vehicle. If you need to use a phone (and/or access GPS devices) while on transport with our youth, safely pull off the road before making/retrieving calls.
- If you are driving on New Haven business and/or Company time (without our youth), use caution when making/receiving calls. A hands-free device is recommended or that you safely pull off the road before conducting Company business.

TECHNOLOGY PRACTICES / ELECTRONIC DEVICES

Residents are not allowed on staff or house computers at any time. Please utilize company computers to retrieve messages and/or other information pertinent to your responsibilities before or after your direct activities with youth, assuring that these responsibilities are limited to needed company communication only and that any needed usage does not interfere with the supervision process. Communication with youth is prohibited on any electronic device.

Personal computers and/or electronic devices are prohibited from use on New Haven premises for any staff that are charged with care and supervision of youth. All other staff must obtain approval from their department director to bring any personal computers to the workplace.

Regarding our email practices, please note the following:

- New Haven's email system is provided to assist in the conduct of business within New Haven and any messages composed, sent, or received on our system are and remain the property of New Haven. Remember your email usage is **not confidential**. Please assure that such use is reserved for New Haven business only. Any incidental personal use should be with the permission of your supervisor; should not interfere with New Haven's operations, (nor should it cause any harm or embarrassment) and should be not interfere with the person's job responsibilities.
- Email may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. It may also not be used to create any offensive or disruptive messages. (Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.)
- Employees should not attempt to gain access to another employee's messages.
- Do not send to the 'everyone' address group unless authorized by management to do so.

Please review additional related information in the policy on Electronic Devices & Usage under our Standards of Conduct Section of the handbook.

I acknowledge that I have read, understand, and will follow the above policy and the added computer practices addendum. Should I have or need further clarification, now or in the future, I will discuss with my supervisor and/or any New Haven Director.

Print Name: _____

Employee

Date