

## ATC Center Cell Phone Policy

No personal phones shall be used during working shift apart from personal breaks and mealtime.

By acknowledging this form, you accept and agree to adhere to ATC Centers compliance policy

### Exemption/ technicality

Should ATC Centers phone lines go down a bright wheel message should be immediately sent to all parents as well as posted on social media page. If and only ATC Center does not have a phone line established, staff be authorized to have personal phone on them for an emergent situation. Bright wheel is to be used on iPad only during working hours.

If you are printing from your phone, you should be doing so at designated time for planning or prep. You are not to interrupt your classroom by walking away to print. Your lesson plans and Playbook material is located on communication board. You may also delegate to another staff member & request that you need assistance printing. Please communicate to your support staff via walkie talkie

ATC Center has provided Tablets for Bright wheel. Bright wheel information should be imputed during down time. If you have an injury that needs immediate attention with bright wheel, please ask a float or assistant teacher for support in your classroom so you can act accordingly. When writing your injury report you must follow protocol.

Please be respectful of ATC Centers property. Should the equipment become damaged to the point of no repair the staff member responsible for the use of equipment may be charged depending on circumstances

Should you need to communicate with a staff offsite please utilize admin only communications and speak through bright wheel going forward to log communications for record and stay in policy.

Our group thread shall only be used for exponential communications when its material relatable to the entire group.

Should you have a conflict with this policy or need further instruction please seek Management for clarity and communication.



