

Addendum to the 2021-2022 Diocese of Scranton Faculty Handbook

Electronic Devices

Personal electronic/communication devices such as, but not limited to, cell phones, iPods, iPads or personal computers should never be activated during any instructional time, unless specifically authorized by the building principal. School computers are provided only to enhance instruction. If a teacher intends to use his/her personal device for instructional purposes, the teacher must complete the Request to Use Personal Electronic Device for Instruction form. This form will be maintained by the school principal.

Using personal electronic devices such as, but not limited to, cell phones, iPods, iPads, or personal computers to take pictures/videos of students may only be done for school authorized social media, webpage, or memory book when specifically authorized by the building principal. If a teacher intends to use his/her personal device to take pictures/video of students for school authorized website, social media, and/or memory book, the teacher must complete the Request to Use Personal Electronic Device for Taking Pictures for School Authorized Use. This form will be maintained by the school principal.

Request to Use Personal Electronic Device for Instruction

I _____ request authorization to use my personal electronic/communication devices for instructional purposes.

Teacher Name

Teacher's Signature & Date

Principal's Signature & Date

Request to Use Personal Electronic Device for Taking Pictures for School Authorized Use

I _____ request authorization to use my personal electronic/communication devices for the purpose of taking pictures/videos for the school authorized website, social media, and/or memory book.

Teacher Name

Teacher's Signature & Date

Principal's Signature & Date