



LOMA LINDA UNIVERSITY
School of Dentistry

OPERATING POLICY

CATEGORY:	ADMINISTRATIVE	CODE:	L-8
SUBJECT:	PERSONAL PHONE/ELECTRONIC DEVICE USAGE	EFFECTIVE:	03/09/2017
		REPLACES:	
COORDINATOR:	ADMINISTRATIVE COUNCIL	PAGE:	1 of 2

PURPOSE:

The purpose of this policy is to promote a safe and productive work and learning environment.

DEFINITION:

For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection.

This policy outlines the use of personal calls and electronic device usage while at work or in Prince Hall. Personal communication of any type shall not be excessive or disruptive to the work setting.

PERSONAL TELEPHONE CALLS AND CELL PHONE USE:

Personal phone usage while at work or in patient care areas, regardless of the phone used, can interfere with employee/student productivity and can be distracting to others. Employees/students are encouraged to make personal calls during non-work/clinic time where possible and to ensure that friends and family members are aware of LLUSD phone use policy.

1. Personal telephone calls to employees/students during working/clinic hours shall be limited to being brief and necessary.
2. Personal calls, text messaging, viewing or uploading social media postings, answering personal emails, etc., by or to employees/students should be done:
 - 2.1 During meal or break time.
 - 2.2 Away from the work area, and patient care areas.
 - 2.3 Utilizing a pay phone or personal cell phone, unless otherwise authorized. No personal long-distance calls shall be charged to LLUSD.
3. If cell phones are kept "on" in patient care/clinic areas, the following conditions shall be met:

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USAGE

- 3.1 Faculty, staff and students shall obey the "No Touch Rule," which is that potentially transmitting devices of any sort must never touch a medical device.
 - 3.2 Cell phone users shall follow the "3 Foot Rule," which is that cell phones must be kept at least an "arm's length" (3 feet or 1 meter) from active medical devices while in use. A cell phone may be closer than 3 feet when no call is in progress.
 - 3.3 Cell phone calls, text messaging, viewing or uploading social media posting, and making/answering personal emails shall not be conducted in patient care areas and clinics.
 - 3.4 Faculty, staff and students shall not use their personal cell phones to take pictures, video or audio recordings of patients or other employees or students unless authorized and in accordance with the terms of Loma Linda University and Loma Linda University School of Dentistry Policy regarding Photography, Videography, and Audio Recording.
4. All employees are expected to follow applicable state and federal laws or regulations regarding the use of cell phones at all times.
- 4.1 Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving, unless it is a hands-free device. Safety must come before all other concerns.

FAX MACHINES:

1. Use of LLUSD phones and fax machines shall be limited to business use only, unless approved by an appropriate supervisor or faculty.

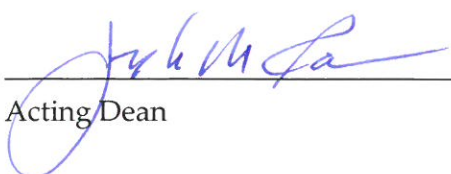
MUSIC AND ELECTRONIC DEVICES IN THE WORK AREA:

1. Personal use of radios, MP3 players, or other electronic devices shall be prohibited in public and patient care/clinical areas so that there is no interference with work flow or preferences of other individuals.

VIOLATION OF POLICY:

1. Inappropriate use and/or violation of this policy may be subject to disciplinary action up to and including termination as a student or employee.

APPROVED:



Acting Dean

5-10-17

Date