Sample Cell Phone, Tablet, and Personal Electronic Device Use Policy

# Purpose

The purpose of this policy is to maintain the highest level of patient care, present a professional image to our clients, and to maintain a positive and productive work environment.

# Definitions

For simplicity, this document will refer to all non-workplace-provided electronic devices, including but not limited to smartphones, smartwatches, cell phones, tablets, and laptop computers, as “personal electronic devices.”

# Scope

This policy applies to all employees, including veterinarians, veterinary technicians, kennel staff, and managers. This policy applies at all times.

# Storage of Personal Electronic Devices

Personal electronic devices are to be stored in employer-provided lockers when at the workplace. Employees may remove and use their devices when on breaks or at lunch. Employees are not to carry their personal electronic devices on their person during clocked-in working hours. For exempt employees,

# Electronic Device Use

Personal electronic devices can be used while employees are on break or during their lunch break. These are only to be used in the breakroom or outside the premises. Employees should return their electronic devices to their locker when returning from break or lunch. Personal electronic devices should never be used in the lobby, patient rooms, surgery, or treatment areas during working hours.

# Practice-Provided Smartphones and Tablets

The practice has provided electronic devices, such as smartphone and tablets, for practice use only. Employees are not to use these devices to access non-work-related applications or sites. When using social media apps on these devices, such as Facebook, Instagram, Snapchat, Twitter, etc., employees are not to login to their own accounts on these devices, and are to use the provided veterinary practice accounts for all communications. Employees are not allowed to install additional apps or services on practice-provided devices without approval of the practice manager.

# Personal Phone Calls

The practice understands that employees may need to receive emergency phone calls while they are at work. It is recommended that the employee provide the practice phone number for these calls. Employees can use their personal cell phones to return non-emergency calls or text messages while on break.

# Guest WiFi

The practice may provide access to “guest” WiFi at the office. This connectivity is offered without warranty, and is not guaranteed. The “guest” WiFi may block certain sites, and should be used at your own risk.