



# UPDATED PHONE GUIDELINES

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## MOBILE PHONES AT SIENA COLLEGE

**THE UNIVERSITY POLICY ON MOBILE PHONES:**

Employees are permitted to use their mobile phones (cellular, email, etc.) during work hours for work-related purposes. Employees are not permitted to use their mobile phones for personal purposes during work hours.

All mobile phone use is prohibited during class time from 8:40 a.m. to 3:20 p.m.

Non-urgent personal calls should be made during breaks or after work hours.

Personal use of mobile phones during work hours is prohibited. Personal use of mobile phones during work hours is prohibited. Personal use of mobile phones during work hours is prohibited.

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## RECESS AND LUNCHTIME

Students are permitted to use their mobile phones during recess and lunchtime for personal purposes. Students are not permitted to use their mobile phones for work-related purposes during recess and lunchtime.

Mobile phone use during recess and lunchtime is prohibited. Mobile phone use during recess and lunchtime is prohibited. Mobile phone use during recess and lunchtime is prohibited.

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