

Best Practices from mobile Devices Panel Discussion:

- Have a policy for when and where can people use mobile devices (and for what purpose) and when they cannot use mobile devices (and why).
- Communicate the policy—in writing, in meetings, posted. Repeat the message.
- Model the behavior (top down) and hold people accountable who do not.
- Make sure we are not part of the problem (look for ways we can be better and make big/small changes)
- Focus on managing distractions (especially in education). The cell phone is just one of the many distractions that can get in the way of safety and productivity.
- Accountability means that you will need to determine what it will cost to “keep people” as compared to what it will cost to “let them go.”
- When you get back, review your policy and then observe behavior for a few days (wherever the policy applies). Is your policy real? Enforceable? Consistently followed? If the policy does not match the practices/behaviors, revise it so that it does.