

Holbrook Elementary Electronic Device Policy



Scope

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

Definition

For purposes of this policy, "Electronic Device" means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument. Electronic Devices may include but are not limited to:

- Existing and emerging mobile communication systems, and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.);
 - Personal Digital Assistants (PDAs)(Palm organizers, pocket PCs, etc.);
 - Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, portable audio devices, etc.); and any other convergent communication technologies that do any number of the previously mentioned functions;
 - Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.
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Possession and Use

Students may possess and use electronic devices at school subject to the following:

- Students may carry or possess electronic devices at school and school- sponsored activities. Electronic devices must be completely powered down, turned off, and kept in backpacks during the hours of 8:45am – 3:25pm. Electronic devices may not be left on in vibrating mode.
- At no time may electronic devices be used in restrooms or locker rooms.

Prohibitions

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.

Electronic devices may not be used during Utah Performance Assessment System for Students (UPASS) assessments unless specifically allowed by law, student IEP, or assessment directions.

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and / or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

Confiscation

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she will take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. School administration may decide to contact the parent and then return the electronic device to the student or decide that parents will be required to retrieve the device from the office in person. If an electronic device is confiscated again, parents will be required to retrieve the device from the office in person. The school does not accept any responsibility for loss or damage to the device.

Potential Disciplinary Actions

Students violating this policy will have disciplinary consequences consistent with the Holbrook school-wide discipline policy. Also, a student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.

Infraction of this policy may result in a student being suspended, expelled or referred to the police.

Security of Devices

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Exceptions

With prior approval of the principal, an exception to one or more of the above prohibitions may be made under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP;
- The use is at the direction of a teacher for educational purposes;
- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.