

Hill Field Elementary Electronic Devices 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

This policy covers electronic devices 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, such as cell phones, smartphones, walkie-talkies, pagers, etc. Personal Digital Assistants (PDA's, Palm organizers, pocket PC's, etc.), handheld entertainment systems (video games, CD players, MP3 players, iPods, Walkman devices, compact DVD players, etc.) and any other portable devices that can be used for word processing, wireless internet access, image capture or recording, sound recording, and transfer/receiving/storage of information, such as digital cameras and advanced calculators.

POSSESSION AND USE

- Cell phones cannot be used during school hours, 8:45 AM -3:25 PM. This prohibition includes at school as well as at school activities at remote sites such as field trips and on vehicles transporting students to and from school activities. They may be used before and after school only to communicate with parents. Cell phones should be turned off completely and are not to out or seen at any time during school hours. School phones are located in each classroom and in the office for student use during school hours with the permission and supervision of a teacher or office staff. The school is not responsible for lost or stolen devices.
- Personal entertainment devices and handheld entertainment systems should always be kept at home and should not be brought to school. These include video games, CD players, MP3 players, iPods, Walkman devices, compact DVD players, personal radios, digital cameras, etc., and any other portable devices that can be used for wireless internet access, image capture or recording, sound recording, and transfer/receiving/storage of information. These can even include advanced calculators that can transmit and receive information.

PROHIBITIONS

- Electronic devices shall not be used in any way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors. Such devices cannot be used IN ANY WAY that substantially disrupts the educational environment, regardless of where it occurs.
- Electronic devices may not be used during any formal assessment or test, unless directed by the teachers, or specifically allowed by law, student IEP, or assessment directions.

CONFISCATION AND POTENTIAL DISCIPLINARY ACTIONS

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 shall 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. The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed. Repeat offenses could result in the device being retained by the administrator for an extended period of time. Devices used to break state law will be turned over to law enforcement. Students found in violation of the electronic devices policies are subject to all district safe schools policies, where applicable.

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 or other communications 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 of policy violations.

PROHIBITIONS ON AUDIO/VISUAL RECORDING

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

EXCEPTIONS

With prior approval of the principal, the above prohibitions may be allowable under certain conditions:

- The use is a requirement of a child's current and valid IEP or 504 plan.
- The use is under the direction of a teacher for educational purposes.
- The use is in writing under a student's health plan, and is understood by the school nurse and school team (administrator and teacher).
- The teacher gives permission for proper use on field trips, yearbook signing day, or other special events.