

Columbia 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, immediately before and after school, at school sponsored activities, and on school transportation.

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DEFINITION

For purposes of this policy "Electronic Device" means any privately owned wireless or portable electronic handheld equipment including but not limited to existing and emerging mobile communication systems, cell phones, smartphones, iPads, walkie-talkies, portable internet devices, handheld music or gaming systems, and any other communication technologies that do any of these functions. The term "Electronic Device" also includes systems that can be used for word processing, wireless Internet access, image capture or recording, sound recording and information transmitting/receiving/storing, etc.

POSSESSION AND USE

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

- * Students may bring cell phones in their backpacks to be used to contact parents before or after school. The phones may not be used during school hours without express teacher permission. They must be powered off and out of sight.
- * We prefer e-readers and tablets such as Kindles or iPads be left at home as we cannot assume responsibility for devices that are lost or damaged. Use of e-readers may be allowed during silent reading periods with permission of the classroom teacher.
- * Use of all electronic devices during the school day, including pass-time between classes and lunchtime is prohibited.
- * Use of electronic devices on school buses is not allowed.

* Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists or permission has been granted by the administration for a specific curricular purpose.

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 assessments unless specifically allowed by law, student IEP, or assessment direction.

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 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 to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

POTENTIAL DISCIPLINARY ACTIONS

Violation of this policy can result in discipline up to and including suspension, expulsion or notification of law enforcement authorities.

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- * A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- * Confiscation of device for increasing periods of time for subsequent violations.
- * In-school suspension.
- * Out of school suspension.
- * Removal of privileges for extra-curricular activities.
- * Disciplinary consequences consistent with a school wide discipline program.
- * Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices and any

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).

REPORTING

Individuals wishing to report a violation of this policy should contact a school administrator.

PROHIBITIONS ON AUDIORECORDING

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 are always strictly prohibited on school premises .

EXCEPTIONS

With prior approval of the principal, the above prohibitions may be relaxed 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.