



PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS

MNTC expects all students to devote their full attention to education while at school or during education activities. Further, the district expects all employees to devote their full attention to their duties during work hours. Accordingly, students and employees should limit their use of personal wireless devices (including but not limited to hand-held mobile telephones) and personal electronic accounts during school and work hours. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, smart glasses, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities.

The use of any audio/visual recording and camera features is strictly prohibited in private areas. Private areas are locations such as restrooms, changing rooms, and similar areas. Students who observe a violation of this provision shall immediately report this conduct to an instructor or a campus administrator. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor or other administrator.

Students

Students are authorized to carry personal wireless devices while attending MNTC under the following conditions:

- the device must be set to silent notification at all times;
- the device must not be used in the classroom, during meetings, or during any related education activity, except when devices are used for educational purposes with permission and direction from the instructor;
- the device must not be used during any activity when use of the device would disturb others; and
- the device must not be used to take pictures or make recordings of any person(s) without first obtaining permission

Students may not use any personal wireless device to:

- send or receive answers to test questions while a test is being administered;
- threaten, harass, intimidate, or bully;
- take, possess, view or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

Employees

Employees are permitted to use personal wireless devices while at work provided that the use does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Employees will make reasonable efforts to use technology center resources rather than personal wireless devices or personal electronic accounts for electronic or digital communications with other employees, parents of students, and students and for tasks related to their employment. By using personal wireless devices or personal electronic accounts to communicate with other employees, parents, and students or to perform tasks related to their employment, employees acknowledge that they are creating records that may be subject to Oklahoma's laws related to Open Records (51 OKLA. STAT. § 24A.1, *et seq.*). Employees consent to retain and provide access to such communications or records to technology center administration upon request. This consent survives any changes in the employment relationship.

Employees may not use personal wireless devices while operating a technology center vehicle or while conducting school business in a personal vehicle, except when using handsfree technology.

Personal wireless devices belonging to employees may be shared with students for emergency use only.

No employee may use a personal wireless device to engage in conduct which is illegal, or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

The technology center fully acknowledges that an employee's personal wireless communications devices are the personal property of the employee. If an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, the administrator must notify the superintendent or designee immediately

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images,

photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.