

S-11: Administrative Procedures

Student Electronic Devices in Schools



REFERENCES

[Board Policy S-11](#)

DEFINITIONS

Electronic Device: Any device used for audio, video, or text communication, or any other type of computer or computer-like instrument including:

- A. a smart phone;
- B. a smart or electronic watch;
- C. a tablet; or
- D. a virtual reality device

Parent: For purposes of these administrative procedures and the corresponding board policy, "parent" means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child's behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act ("FERPA") with respect to the child's education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

"Parent" does not include the state or any political subdivision of government.

Reasonable Suspicion: Reasonable suspicion need not be based on a single factor, but on totality of the circumstances; aggregate effect of all information available at time of search; does not require absolute certainty, but only 'sufficient probability,' the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely.

School or School Events: Any hours that make up a school day, during students' individual courses or during the entire period of the elementary/intermediate school day including school-provided transportation to and from curricular activities and extracurricular activities including athletic events, field trips, extended school-sponsored trips, or activities.

PROCEDURES FOR IMPLEMENTATION

I. Personal and District-Owned Electronic Devices

- A. Personal electronic devices are any electronic devices that is not owned by the district.
- B. District-owned electronic devices are any electronic devices that are owned by the district. If an electronic device has been sold through the district's surplus process, it is no longer considered a district-owned device.
- C. All devices, personal or district-owned, that are on district property, at a district-sponsored event, or are connected to district networks or district systems must comply with the contents of these procedures and all other applicable board policies and district administrative procedures.

II. Use of Electronic Devices

- A. Electronic devices may be used during school or school events as follows:
 - 1. All uses must conform with Board Policy I-18: Acceptable Student Use of Internet, Computers, and Network Resources, and its accompanying administrative procedures.
 - 2. Students may have electronic devices in their possession during the regular school day.
 - 3. Unless otherwise directed by school or district personnel, personal electronic devices must remain out of sight during instructional time AND be turned off OR on a silent mode.
 - 4. School or district personnel may not encourage, direct, or require a student to use a personal electronic device to complete coursework or assignments during the school day.
 - 5. District-owned electronic devices are accessible and may be used during instructional time as directed by school administrators and individual teachers.

6. In some schools, students may connect personal electronic devices to the district's Wi-Fi network. This decision is made individually at each school.
 7. Students who are visiting the district are not permitted on district networks. District students are not permitted to share connection information, including usernames and/or passwords, with anyone, including non-district students.
- B. Personal electronic devices may not be used during school or school events as follows:
1. Unless otherwise instructed by the teacher, electronic devices are not allowed to be used during class, quizzes, tests, or standardized assessments.
 2. Picture taking or recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, restrooms, and dressing areas.
 3. Unauthorized audio recordings, capture of images, transmissions of recordings or images, or invasions of reasonable expectations of student and employee privacy are strictly forbidden.
 4. Students are prohibited from using electronic devices in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests, or violate local, state, or federal laws (see, Board Policy G-20: Bullying, Cyber-bullying, Hazing, and Abusive Conduct Prohibited). Use of devices in this way may justify disciplinary consequences, including removal from school and notification of law enforcement.
 5. Use of electronic devices to access inappropriate or pornographic images on school premises is illegal, may have both criminal and disciplinary consequences, and where appropriate, shall be reported to law enforcement.
- C. School handbooks will include specific disciplinary consequences that may be imposed for violations of these procedures.
- D. Students bring personal electronic devices on school property or to school activities at their own risk. The school is not responsible for borrowed, misused, lost, stolen, or damaged personal electronic devices.

III. Exceptions

- A. School administrators and individual teachers, in exercising their professional judgment, may make exceptions to these procedures so long as such exceptions are consistent with board policies and school rules. Exceptions may be made based on the following:
1. Medical reasons
 - a. School administrators may make exceptions to these procedures for medical reasons so long as the devices do not distract from the instructional or educational process.
 2. Parent request
 - a. Parents may request that a student keep their personal electronic device turned on and with them at all times during the school day. School administrators shall grant such requests in exceptional circumstances. (Exceptional circumstances may include medical needs or unusual family situations.) No requests will be granted that seek permission for students to keep their personal electronic devices on and accessible while tests and/or standardized assessments are being taken.
 - b. Parents may make requests for an exception based on their belief that allowing their student to use a personal electronic device will enhance their student's learning, such as for students who would benefit from recording lectures or typing their notes into a personal device.
 3. Teacher permission
 - a. While personal electronic devices should normally be stored and not used during classroom instruction, a teacher may permit students to access and use their personal electronic devices during classroom instruction. Such permission must be explicitly given by the teacher, and students should not assume permission has been granted without first checking with the teacher.
 4. Emergency situations
 - a. Even in circumstances in which using a personal electronic device would normally be prohibited, students may use their devices to request assistance in any situation that threatens the health, safety, or well-being of any individual (including themselves).

IV. Consequences for Violations

- A. School administrators may take disciplinary action against students who violate these procedures as per Board Policy S-3: Student Conduct and Discipline.
- B. School administrators will notify a parent of a student's violation and any imposed consequences.
- C. Students should receive one warning prior to being disciplined for a minor violation of these procedures.
- D. If students intentionally use or respond to electronic devices during instructional time or during time identified by teachers, personal electronic devices may be confiscated for a designated period of time.

- E. If students do not cooperate with school administrators and/or will not surrender electronic device(s), the school administrator may take appropriate action for the safety and well-being of the student and other students or employees at the school. The school administrator shall notify the parent immediately of any such circumstances.
- F. Law enforcement may be contacted, at the school's discretion, if circumstances warrant such contact.
- G. A school administrator may impose other disciplinary consequences for a student's violation of these procedures in conjunction with violations of other board policies and/or administrative procedures.
 - 1. More than one disciplinary consequence may be imposed, if warranted. Consequences may include, but are not limited to:
 - a. loss of electronic device privileges;
 - b. disciplinary letter;
 - c. in-school suspension;
 - d. suspension; or
 - e. loss of extracurricular or honor privileges or recognition.
 - 2. The consequence for violation(s) of these procedures may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received, and the specific circumstances of the violation.

V. Notice to Students and Parents

- A. Parents and students shall receive annual written notice of the board policy and these procedures, as well as notice of changes in the policy, in a timely manner and through reasonable means.
 - 1. A copy of the most current policy shall always be available in the main office of the school and shall be posted online on the district website.
- B. Information to parents shall provide clear direction on how best to contact students during school or school events in lieu of contacting the student through his/her personal electronic device.

VI. Confiscation and Searching of Electronic Devices

- A. Only licensed school personnel may confiscate student electronic devices.
- B. Licensed school employees are discouraged from searching or reviewing material or numbers stored on student personal electronic devices except under circumstances in which there is reasonable suspicion to believe the student has violated a law, board policy, district administrative procedures, or school rule and that evidence of such violation exists on the phone. For example, a student's phone may not be searched simply because it rang during class when it should have been in silent mode. (For additional information about performing searches of student property, refer to S-3: Administrative Procedures, Student Conduct and Discipline, Sections XV – IX.)
- C. Licensed school employees may search a personal electronic device for the limited purpose of determining the device's owner.
- D. Questions about searching a student's electronic device should be directed to the executive director of policy and legal services.
- E. Schools will do their best to guard and protect confiscated personal electronic devices, but are not responsible for loss, damage, theft.
- F. If a student's personal device has been confiscated, parents may retrieve the student's personal electronic device during school hours or by appointment.
- G. Schools will make a good faith effort to notify parents or designated individuals that a personal electronic device is in the school's possession and, time and resources permitting, will maintain electronic devices until the end of the school year. Schools will then send the devices to the district's information technology department where they will be wiped of all personal data and subsequently disposed of.

VII. Responsible and Innovative Uses for Electronic Devices

- A. When using any district-approved software and/or website, school employees are encouraged to use electronic devices to enhance instruction and to communicate effectively with students and parents.
- B. Appropriate uses might include:
 - 1. notifying absent students of assignments;
 - 2. teachers notifying students of news articles or events that would enhance discussion or student research; and
 - 3. providing immediate feedback to students on written work or assignments.
- C. When using electronic devices, teachers and administrators must exercise good judgment when communicating one-on-one with individual students. All such communications between district staff and individual students must be related to school or school activities.
 - 1. Generally, electronic communications between students and district employees should take place using district provided accounts.

2. Parents have the right to access all electronic communications between their student and a district employee. When feasible and appropriate, the district encourages school staff to include parents in the electronic communications with their students.

VIII. Content Filtering

- A. All electronic devices, personal or district-owned, connected to the district's network are content filtered while on the Internet. District-owned devices are content filtered while on the Internet even if they are not connected to the district's networks.
- B. Individuals are prohibited from trying to circumvent the district's content filtering system. Any attempt is a violation of these procedures and may be subject to disciplinary action.
- C. Personal electronic devices are not content filtered if they are not connected to the district's computer network. Content filtering for personal devices may be obtained by:
 1. Contacting your internet service provider ("ISP");
 2. Contacting your mobile phone provider; and/or
 3. Visiting the Utah Division of Consumer Protection for a list of service providers and their content filtering options: <https://dcp.utah.gov/edu/filtering.html>.

IX. Support and Functionality

- A. Personal electronic devices may be used to connect to secure district Wi-Fi and/or access district educational resources.
- B. District staff will provide instruction on how to connect to district networks, however, due to the variation of personal electronic devices, schools and district IT staff can only provide minimal connectivity support.