

**Student Use of Electronic Communication Devices (ECDs)  
Guidelines and Permission Slip**

**I. Purpose**

- a. We recognize that electronic communication devices (ECDs) are an important part of our everyday world and are increasingly used in teaching and learning. However, we do not want these devices to interfere with the students' learning environment.
- b. With so much innovative technology available and utilized in the world today, the district feels it is important to integrate this technology into school activities to help prepare students for their futures. Staff may incorporate newer methods of instruction and assessment, some of which may entail student use of school-owned or student-owned ECDs for purposes such as recording speaking assessments, text message reminders, use of instructional programs, and other classroom activities.
- c. In order to apply such technology, students will need to have access and authorization to use personal ECDs in the classroom by both a parent/guardian and school personnel. This permission slip outlines the appropriate use of such ECDs, states potential consequences for misuse, and allows you to control the use of student-owned ECDs in school sponsored/related activities. Refer to "Student Use of Electronic Communication Devices Policy, File IJNDBB" for further details.

**II. Definition of Electronic Communication Devices (ECDs)**

- a. Electronic Communication Devices (ECDs) include pagers, cell phones, smartphones, portable game units, graphing calculators, iPods, iPads, computers and similar electronic devices.
- b. These devices allow users to communicate electronically person to person or through the Internet.
- c. Accessing the internet through either a school-owned ECD or a student-owned ECD shall meet the requirements of the district's acceptable use policy (File IJNDB) and a completed "Student Network Responsibility Contract".

**III. Use of ECDs**

Student use of computers and similar ECDs owned by the school is subject to the conditions set forth in the Acceptable Use Policy that all students and staff must sign indicating that they have read it and agree to comply with its terms.

**IV. Application**

- a. These rules apply when students are at school or attending a school-sponsored/related activity on or off-campus, including the following:
  - i. Attending class
  - ii. Socializing in hallways and elsewhere on school grounds
  - iii. Using school media centers, restrooms, locker rooms, gyms and other school facilities
  - iv. Going to and from school (both walking and on busses)

- v. During lunch
- vi. Attending school-sponsored activities off campus, such as field trips, dances and related activities
- vii. Attending school-related activities off campus, such as away athletic events.

V. **Potential disciplinary Infractions**

- a. The following conduct at any of the activities noted in item IV will result in disciplinary consequences:
  - i. Refusal to turn off an ECD when told by a teacher, administrator, coach, counselor, or other school official
  - ii. Damaging an ECD owned by the school
  - iii. Causing disruption
  - iv. Using an ECD to cheat, including getting and giving answers to tests and copying from the internet
  - v. Using an ECD to bully, threaten, harass, or attack another student or school personnel whether or not communicated directly to that person
  - vi. Sending, asking to receive, or sharing pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act.
- b. The school may also discipline students who misuse ECDs **away from school on their own time** if both of the following are true:
  - i. The student's use of the ECD causes significant disruption at school or serious harm to the school, other students, or school personnel, and
  - ii. The student knew, or should have known, that the harm would occur

VI. **Potential Disciplinary Actions**

- a. Students must turn over the ECDs in their possession at school or school-sponsored/related activities to school personnel upon request. Failure to do so will be grounds for disciplinary action. Law enforcement may be contacted at the discretion of school personnel.
- b. When a student misuses an ECD, the school may do the following, as long as the severity of the school's action matches the seriousness of the student's misuse of the ECD:
  - i. Search the ECD within the context of the alleged misuse
  - ii. Warn the student, verbally or in writing
  - iii. Take away the ECD. Depending on the offense, the school may keep the student owned ECD for the remainder of the day or require that a parent/guardian come in to reclaim it.
  - iv. Lose specific network privileges or the ability to use ECDs during school and school related activities.
  - v. Deny the student the privilege of participating in extracurricular and athletic activities.
  - vi. Contact the student's parents/guardians or the police
  - vii. Implement other disciplinary measures up to suspension or expulsion in accord with student discipline procedures.
- c. Students will face disciplinary action for off-campus use of ECDs in their possession if

they reasonably knew or should have known that the off-campus ECD communication would appear on campus and if the effects cause significant disruption of school activities or significant interference with the rights of others at school or school-sponsored/related activities

i. **Significant disruption** is evident if:

1. Instruction or educational activities are interrupted,
2. Students and educational personnel are denied access to, or cannot focus on, classroom or out-of-classroom activities, or,
3. Continuous disciplinary measures are necessary to maintain order and protect persons and property from harm.

ii. **Significant interference** with the rights of others is evident if:

1. The ability of students to participate and learn in a safe schooling environment is limited by psychological harm, physical harm, or threat of physical harm;
2. The ability of school personnel to carry out their responsibilities is limited through intimidation sufficient to cause psychological harm, physical harm, or threats of physical harm; or
3. There is reasonable fear of damage to school property or the property of students and school personnel.

VII. **Authorizations**

- a. I have received, read, and reviewed with my child a copy of the “Student Use of Electronic Communication Devices”. I understand that failure to follow these rules may result in disciplinary action and affect my right to use ECDs while at school and at school-sponsored/related activities both on and off campus.
- b. Personal ECD authorization (please complete appropriate sections):
  - i. I give \_\_\_\_\_ permission to use his/her personal ECD while at school and at school-sponsored/related activities\* (completion of Network Responsibility Contract is also required).
  - ii. I give \_\_\_\_\_ permission to send and receive text messages for classroom activities\*. In addition, I grant permission for him/her to receive general text messages to his/her personal ECD about important class/district information such as reminders for tests, quizzes and other assignments.

*\*I/we will not hold the Gateway Regional School District, or any of its employees, liable for any phone/carrier charges incurred through calls or the sending/receiving of messages for the educational purposes listed above. I also understand that a text message will not be sent for every important event, assessment or school activity.*

\_\_\_\_\_  
Name of Student (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date