

West Point Elementary Electronic Device Policy

Updated July 2022

This policy governs the possession and use of both District-owned and privately-owned electronic devices **at school and at school-sponsored activities**. Definitions for this policy include:

- **Electronic Device:** A device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.
- **District-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued, or lent by the District to a student or employee.
- **Privately-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

Possession and Use of Privately-Owned Electronic Devices at School

- Student use of privately-owned electronic devices is strictly prohibited within the school building, on school property, or at school-sponsored activities before or during school hours.
- If a student brings a privately-owned electronic device to school, it must be turned off as soon as the student arrives at school. The device must be stored in the student's backpack and must not be removed from the backpack until the school day's end, when the student is outside the building.

Acceptable Use of Technology Resources and Electronic Devices

- The *DSD Technology Resources Acceptable Use Agreement* contains rules and guidelines for the acceptable use of technology resources at school and school-sponsored activities. All students, parents, and employees are required to be familiar with the contents of this agreement and sign an electronic form each year declaring they are aware of the contents of the agreement. Use of district-owned technology resources is not allowed until the agreement is signed by all parties.
- All students and employees are required to comply with the *DSD Technology Resources Acceptable Use Agreement* and the West Point Elementary Electronic Device Policy. As outlined in the *DSD Technology Resources Acceptable Use Agreement*, knowledge of a violation of these policies must be reported. Students will report the incident to their teacher, and educators will report the incident to school administration.

Restricted Use of All Electronic Devices at School and School-Sponsored Activities

- Use of electronic devices is prohibited during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions.
- Use of electronic devices in ways that 1) bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests or 2) violate local, state or federal laws is prohibited.
- Use of electronic devices in ways that cause invasions of reasonable expectations of student and employee privacy is prohibited. Examples include, but are not limited to, taking pictures, recordings, etc. of others in a manner that invades their reasonable expectation of privacy.
- Exceptions to this policy may be made by school administration for special circumstances, health-related reasons, use consistent with a current and valid IEP, and emergencies.

Violation of DSD Technology Resources Acceptable Use Agreement or West Point Elementary Electronic Device Policy

- A student who violates these policies may lose the privilege to use electronic devices at school. Inappropriate use of devices and technology, whether privately-owned or district-provided, may result in disciplinary action (including the possibility of suspension or expulsion) and/or referral to legal authorities.
- If a student violates these policies with a privately-owned electronic device, his/her electronic device may be confiscated. When an employee confiscates a privately-owned 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/guardian after the student has complied with any other disciplinary consequence that is imposed.

Training

- Students and employees will receive training in the West Point Elementary Electronic Device Policy within the first 45 days of each school year. This training will include contents of the school's electronic device policy, contents of the District's general conduct and discipline policies, the importance of digital citizenship, and conduct and discipline related consequences related to violation of the school's electronic device policy.