

## **LYON COUNTY SCHOOL DISTRICT**

### **BOARD POLICY \_\_\_\_\_ EDBB**

#### *USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES BY STUDENTS AND EMPLOYEES*

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students and staff may possess electronic devices, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, iPods, iPads, MP3 players, tablets and other personal electronic devices capable of transmitting data and/or images.

The Lyon County School District believes that the responsible use of existing and emerging technologies, such as those listed can be beneficial to the instructional environment and the safety of all students. Students and staff who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community, as well as comply with any rules or directives regarding possession and/or use on school property as communicated by the Superintendent or their designee.

#### *STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES*

It is expected that students will show respect for the educational environment by not disrupting instructional time with use of cell phones or other electronic devices.

1. Cellular phones and other electronic devices shall be turned off and kept out of sight during instructional time unless approval has been granted by the site administrator and teacher for use as a learning tool during class time. Should a student choose to use their device as a learning tool in the classroom, written permission from parents/legal guardians must be obtained in order to avoid possible overages on personal data plans.
2. Students shall not use any electronic device that disrupts or detracts from the educational environment.
3. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, Media centers, during assessments, or during fine arts or other performances.
4. Students will not be allowed to leave class in response to any electronic devices.
5. Cellular phones and other electronic devices may be used appropriately and respectfully before and after classes, in common areas—such as near lockers or the cafeteria—or outside on school grounds.
6. With prior approval of the site administrator or their designee, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives. Should student electronic devices be used on a regular basis in the classroom, written permission from parents/legal guardians must be obtained due to the expense such use may cause. This Lyon

approval does not apply to the use of District-owned electronic devices purchased and maintained by District Information Technology or Special Services staff.

7. Students may not utilize the District's wireless network infrastructure with their personal electronic device unless authorized by the Site Administrator and/or the District's IT Department.

8. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the site administrator or their designee.

9. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.

10. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms, restrooms or any other areas in which a reasonable person would have an expectation of privacy.

11. Students shall not use cellular phones or other electronic devices in any way that would suggest cheating, plagiarism, copyright infringement, or any other dishonorable or prohibited conduct.

#### *SAFE AND RESPECTFUL LEARNING ENVIRONMENT*

A student who uses their cellular telephone or other electronic device in order to engage in bullying, cyber-bullying, intimidation or harassment will be disciplined in accordance with District Policy JFCC (Safe & Respectful Learning Environment) and applicable state/federal law, rather than under this policy.

#### *DISCIPLINARY ACTION*

**First Infraction:** An employee shall direct the student to turn off the device, put it away, and comply with any other reasonable requests.

**Second Infraction:** The second infraction shall result in confiscation of the device, (which is to be turned in to school administration) notification of a parent or legal guardian, detention, and a warning that the next infraction will result in further disciplinary action which may include suspension.

**Third Infraction:** The third infraction shall result in confiscation of the device, (which is to be turned in to school administration) notification of a parent or legal guardian, and possible suspension as outlined by school administration.

**Repeated or Severe Infraction:** Further suspension as outlined by school administration with a mandatory parent/legal guardian conference before reinstatement back into school.

***STAFF USE OF CELLULAR TELEPHONES, PAGERS AND OTHER ELECTRONIC DEVICES***

As communication devices such as cellular phones become more prevalent, teachers and other school staff increasingly rely on such devices as an efficient mode of communication with students, fellow employees, and parents/legal guardians. Because such use can lead to inappropriate contact with students and can threaten an educator's professional reputation, the District strongly discourages texting or electronic communication to contact students. However, the District recognizes that cell phone texting or electronic communication can serve as a useful communication tool in certain limited circumstances. This policy is designed to provide guidance as to when texting or electronic communication is permitted between students and school district staff, and what types of communication are appropriate.

**APPROPRIATE USES**

- A school district employee must receive written permission from students and parents/legal guardians if a student is under the age of 18 to use cell phone texting/electronic communication prior to the use of such technologies, and must specify how and when he or she plans to use texting/electronic communication. If a student or parent refuses to accept text messages/electronic communication from an employee, the school district employee must use an alternative means of communication without any penalty to the student involved.
- A district employee may maintain a private address book with student cell phone numbers, email addresses, hashtags, etc. However, the employee must protect student privacy rights and ensure that the numbers are not available to unauthorized individuals under any circumstances.
- The content of all text messages/electronic communication must directly involve a school-related subject matter. Text messages/electronic communication to a single student must never occur. Whenever communicating with students, mass or bulk messaging must be used. If it is necessary to communicate with only one student, the employee must include the student's parent/legal guardian in the message. Cell phone texting/electronic communication should never be used to conduct a personal conversation with a student.
- If an employee receives an inappropriate text message response from a student, it is the responsibility of that employee to contact the student's parent/legal guardian and school administration immediately to address the behavior.
- An employee must use text messaging/electronic communication sparingly. A student may incur charges from his or her cellular phone service provider for use of text messaging/electronic communication. Frequent text messaging may be considered a violation of District Policy JFCC and/or other state and federal laws.

**INAPPROPRIATE USES**

The school district prohibits all communication with students and staff members via texting or

other means that may negatively impact the school district's reputation, the reputation of its employees, or its educational interests, or that may negatively impact its students or the school community at large. Such activity, even if engaged in on an employee's own time, may result in discipline up to and including termination of employment. Such behavior may also be reported to the appropriate law enforcement agencies, and may likewise result in suspension or revocation of an employee's teaching license. The following types of text messages are therefore strictly prohibited:

- Messages/communication directed to a student or staff member that are sexual in nature, or that solicit or encourage an inappropriate personal relationship with a student or staff member.
- Messages/communication that contain inappropriate images, language, gestures or signs such as racial slurs, or biased, lewd or lascivious expressions.
- Language or images that disparages a student or staff member on the basis of race, ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
- Messages/communications that are used to harass, bully, cyber-bully or intimidate a student or staff member or that encourage others to harass, bully, cyber-bully or intimidate another student or staff member.
- Language or images that encourages students or staff to act inappropriately or that provokes altercations between students.
- Language or images that would be considered inappropriate to the educational interests of a student, negatively impact the school community at large, and/or be otherwise offensive to an objective reasonable person.

Ref: Policy GBB (Fair Employment Practices), Policy GBBC (Employee Bullying), Policy JFCC (Safe & Respectful Learning Environment)

Policy #EDBB

Revised 10/22/13