

***USE OF CELLPHONES 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 including but not limited to cellphones video cameras and/or camera phones, smart watches, iPads, 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 CELLPHONES 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 cellphones or other electronic devices.

1. Cellphones 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. For grades K-8, instructional time is defined as the start of school until school dismissal. For grades 9–12, instructional time is defined as time in a classroom or class period.
2. Students shall not use any electronic device that disrupts or detracts from the educational environment.
3. Use of cellphones 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 unless permission is granted by their teacher.
5. Cellphones 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. 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

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

7. In the case of medical necessity, emergency or as written in an IEP or 504, a student shall be permitted to possess or use a cellphone, or other personal electronic device provided the student receives advanced authorization from the site administrator or their designee.
8. 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.
9. Use of cellphones 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.
10. Students shall not use cellphones 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 cellphone or other electronic device in order to engage in bullying, cyber-bullying, or intimidation 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 the confiscation of the device by the teacher and returned to the student at the end of the period. The teacher will log the incident and notify the parent or legal guardian.

**Third Infraction:** The third infraction shall result in the confiscation of the device and the device will be sent to the office. The device may be picked up at the end of the day by the student. The teacher will log the incident and notify the parent or legal guardian.

**Fourth Infraction:** The device will be confiscated and sent to the office. The teacher will log the infraction and administration will notify the parent or legal guardian. The device can only be picked up by a parent or legal guardian.

**Subsequent Infractions:** Any further infractions will result in the device being confiscated and held in the office until a parent or legal guardian attends a conference to determine the next steps and possible restorative discipline.

These consequences apply to the infractions per student and NOT infractions per device. Lyon County School District is not responsible for the theft, damage, or loss of a device.

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Some possible exceptions to the cellphone limitation while at school may include teacher permission, in the event of an emergency, to help manage student's health needs, and as required in a student's IEP or 504 plan.

#### *STAFF USE OF CELLPHONES AND OTHER ELECTRONIC DEVICES*

Use of cellphones and other electronic devices by staff should be limited to enhance the learning environment of students.

Staff should strive to lead by example. Inappropriate or excessive use of cellphones and electronic devices by staff will not be allowed. Cellphone use during academic time should be carefully considered and only as necessary and appropriate. See LCSD Policy GBBN: Phones and Other Communication Devices.

#### **APPROPRIATE CELLPHONE USE WITH STUDENTS**

- The content of all text messages/electronic communication must directly involve a school-related subject matter. Text messages to a single student must never occur. District email communication regarding school related subject matter to a single student is allowable when applicable. 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. Cellphone texting/electronic communication should never be used to conduct a personal conversation with a student.
- If an employee receives an inappropriate text message 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.

#### **INAPPROPRIATE CELLPHONE USE WITH STUDENTS**

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,

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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 bully, cyber-bully or intimidate a student or staff member or that encourage others to 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 GBBPA Social Media, Policy GBBN Phones and Other Communication Devices

Policy #EDBB  
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