

Cien Aguas International School

Wireless Communication Device Policy



CIEN AGUAS INTERNATIONAL SCHOOL

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Section I:

Purpose

The Cien Aguas Wireless Communication Device Policy serves to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

General Statement of Policy

Cien Aguas International School (CAIS) holds high expectations for student behavior, academic integrity and responsible use of technology. Students who possess and/or use technology devices at school, on school buses 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. State laws provide employees and students with certain privacy rights. Students' actions during the school day, in class and at school are considered private under state and federal laws and shall not be recorded or shared without consent of the individual.

Cien Aguas Philosophy and Approach to Learning

Learning is energetic and active

All students participate in the traditional core academic subjects, as well as physical education, arts education, environmental education and social/interpersonal education. In grades K-5, most of these subjects will be integrated into a thematic unit. In grades 6-8, the subject areas will be distinct.

The pace of a Cien Aguas day is brisk and varied. During some part of the day, most every Cien Aguas student will be learning in a second language. Dynamic strategies will be used to keep every child involved and able to understand in his/her second language. Students will be expected to participate fully during the entire school day.

Learning is reflective and focuses on process as well as product.

Cien Aguas has a focus on inquiry; students are expected to ask, research and answer important questions. They will also be asked to reflect on their own learning and their own behavior. Because the process of working and learning together is a priority, student attendance is especially important. It will be hard for students to make up for missed class time by completing extra assignments.

Learning promotes the importance of working in a team, and the sense of belonging that comes from being accountable to the group.

Cooperative learning groups are features of all Cien Aguas classrooms. Students will not receive group grades for academic content, but they will be evaluated on their ability to work well in groups. Research tells us this is one of the most important skills for success in the workplace.

Learners are respected at Cien Aguas.

We do not expect that students will know everything – only that they are willing to do their best to learn.

We put equal value on their ability to answer questions and their ability to ask good questions.

Everyone in the Cien Aguas community is expected to show respect. Staff will use respectful language to other adults and to students, and they will expect that students will speak and behave respectfully to one another at all times. Respectful behavior is also expected of family members.

Instructional time is a priority at Cien Aguas.

Our school revolves around what happens in the classroom. This means that we put a priority on time to teach and learn. Interruptions will be kept to a minimum. The administration will try not to pull teachers out during the school day for professional development or other reasons. We ask parents to respect instructional time by making an appointment if they need to speak to a teacher. A parent who needs to speak to a teacher briefly, or urgently, is asked to do so before or after school whenever possible, rather than interrupting instruction.

We expect students to respect instructional time in the following ways:

- Having excellent attendance
- Arriving at school on time and ready to learn
- Staying for the entire school day
- Minimizing classroom interruptions
- Participating in all learning activities.

Special needs

Cien Aguas, as a public school, is responsible for following the Individuals with Disabilities Act and the Individualized Educational Plans of students in special education, as well as the Americans With Disabilities Act and Section 504 of the Rehabilitation Act. Certified special education teachers will be responsible for coordinating the implementation of student IEPs, including meeting the time obligations as written in the IEP, modifying instruction to meet students' capabilities, and communicating with parents and regular education teachers as needed. Other required therapies and interventions specified by the IEP may be met

by contracted staff. Special education is a legally mandated education program that allows students with exceptional needs equal access to the least restrictive educational environment. The philosophy of Cien Aguas regarding students with special needs is that students should be included in all classroom learning activities to the extent that such participation is beneficial for them and others. The multi-level classrooms of Cien Aguas are designed to be places that welcome a range of students with diverse strengths and needs.

Standards for Responsible Use of Wireless Devices at School, on Buses or School Activities

Respect for the Educational Environment:

- 1) The District provides appropriate technology devices for learning when specific devices are required.
- 2) The use of any and all cellphones and other personal electronic devices by elementary and middle school students during the school day, whether on-campus or during a school-sponsored event, is prohibited. The “school day” shall mean first bell to last bell. While students are not prohibited from possessing cell phones, the cell phone must be turned “off”, placed in the student’s assigned YONDR pouch and stored in the student’s backpack.
- 3) Students shall not use any electronic device that in any way disrupts or distracts from the educational environment or for inappropriate, unethical or illegal purposes, including but not limited to, transmission or viewing of inappropriate pornographic material, violations of other’s privacy rights, cheating, harassing or bullying behavior. Accessing inappropriate material on a school bus or at a school activity will result in disciplinary action, even if such access is accidental. Parents are encouraged to monitor and/or restrict cellular internet access for students.

Respect for Privacy Rights

- 1) Students shall not record, photograph or video other students or school employees on school property, on a school bus, or at school-sponsored activities without their knowledge and consent, except for activities considered to be in public arena (e.g., sporting events, public meetings academic competitions or public performances). School social events, activities sponsored by student clubs, team building retreats, and activities that take place during the school day are not considered to be in the public arena.
- 2) Students shall not email, text, post on the Internet or social media, or otherwise electronically transmit images of other individuals taken at school without expressed consent.
- 3) Recording, photographing, or making video of others is strictly prohibited in locker rooms, dressing rooms, health offices and restrooms where individuals have every expectation of privacy.

Assuring Academic Integrity:

Students shall not use cellular phones, iPads, or other electronic devices in any way that may cause a teacher or a staff member to question whether the student may be cheating on tests or academic work or violating copyright policy. Students are advised that the use of any audible transmission through any cellular or electronic device during certain testing events (including but not limited to State Tests or Advanced Placement) will result in the student being removed from the room and immediate cancellation and invalidation of the exam.

Compliance with Other District Policies:

Use of cellular phones or other personal electronic devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy may apply.

Responsibility for Personal Property:

- 1) Students who choose to bring a personal device to school assume all responsibility and risks relating to the possession and use of personal devices, including Internet access and data transmission.
- 2) Parents are advised that cellular devices are not subject to the District's Internet filters and responsibility for ensuring appropriate access to the Internet rests with the individual student and family.
- 3) District employees will not be responsible for storing, safeguarding or troubleshooting any student's personal electronic devices.
- 4) Neither the District nor its employees will be responsible or liable for the theft, loss, data loss, damage, destruction, misuse or vandalism of any student personal electronic device brought into the District, on school property, or on school buses. Any time a cell phone is secured by a staff member for any reason, the phone will be locked in a secure location.

Violations of this Policy

Students who violate this policy will be subject to disciplinary actions as defined by the Student Code of Conduct. Multiple violations and/or illegal or unethical use of a personal electronic device may result in a parent notification, a behavioral contract, multi-day suspension, expulsion and/or prosecution. A severe infraction, including but not limited to creating, transmitting, or viewing inappropriate or pornographic material, violating of others' privacy rights, cheating, or harassing or bullying behavior using a technology device, may result in immediate suspension and/or expulsion from school and/or prosecution.

Dissemination of Policy

This policy shall be included in the Student/Parent Handbook, posted to the District website and otherwise distributed upon request.

Adopted: date of manual adoption

Legal Ref.:

[22-5-4.3 NMSA](#)

[22-2-21 NMSA](#)

[28-1-2 NMSA et seq.](#)

6.12.7.8 NMAC

Internet Acceptable Use Policy

Internet access is available to students and staff of Cien Aguas International School. The School believes the Internet offers vast, diverse and unique resources to both students and staff. The School's goal in offering this service is to promote educational excellence by facilitating resource-sharing, communication, and providing students with access to the latest educational technology opportunities. Along with access to online libraries, computers, and people all over the world comes the availability of material that may not be considered of educational value in a school setting. The School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the School. Precautions have been taken to restrict access to controversial materials by teaching students about responsible use and by installing software that is available to block access to inappropriate materials.

Internet access involves:

- Electronic mail
- Online Library access
- Access to local area and wide area networks
- World Wide Web

The purpose of providing Internet access is to support curriculum objectives which include core curriculum subject areas, library and information literacy skills, technology literacy skills, and community collaboration and interaction. Student use of the Internet will be limited to achievement of those objectives and the educational objectives of Cien Aguas International School. The use of the School's Internet access is a privilege and not a right. Inappropriate use of these privileges by students and/or staff will result in a cancellation of those privileges.

Bullying, Cyberbullying, Harrassment, Hazing and Violence Prevention Policy

Cien Aguas International School believes that providing an educational environment for all, free from harassment, intimidation, violence, hazing or bullying of any kind, supports a total learning experience that promotes personal growth, healthy interpersonal relationships and wellness. The safety and wellbeing of all students in the CAIS learning environment is of primary importance. CAIS prohibits bullying, cyberbullying, harassment, hazing and violence, and it is the school's goal to prevent and respond to all such acts, in accordance with applicable laws, including the New Mexico Safe Schools for All Students Act, NMSA 1978, §§22-35-1, et seq. This Policy and prohibition applies on school property, including electronic

communication on or using School property; at school-sponsored functions; and on CAIS's to-and-from transportation or any school-sponsored transportation.

A. *DEFINITIONS.*

1. ***Bullying.*** Bullying includes any severe, pervasive or persistent act or conduct that targets a student or group, whether physically, electronically or verbally, and that (1) may be based on a student/group's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic, or on an association with any person, with one or more of the actual or perceived distinguishing characteristics; and/or (2) can be reasonably predicted to: (a) place a student in reasonable fear of physical harm to the student's person or property; (b) cause a substantial detrimental effect on a student's physical or mental health; (c) substantially interfere with a student's academic performance or attendance; (d) substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by the School; or (e) create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with student educational benefits, opportunities or performance. Out-of-school conduct which has a direct and immediate effect on school discipline or the general safety and welfare of the school may, in appropriate cases determined by the Director, constitute bullying/harassment.
2. ***Harassment.*** Bullying includes harassment, which is knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person or group.
3. ***Hazing.*** Includes committing an act against a student, or coercing another student into committing an act, that creates a risk of harm to that student, in order for that student to be initiated into or affiliated with an organization, gang, clique, group or for any other purpose.
4. ***Cyberbullying.*** Includes any bullying that takes place through electronic communications, that is published with the intent that it be seen by or disclosed to a student/group, and that substantially interferes with the student/group's ability to participate in or benefit from the services, activities or privileges provided by CAIS.
5. ***Electronic Communication.*** Includes a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video/audio recording, and any other forms of electronic resources/mobile devices.
6. ***Gender Identity.*** Includes a student's self-perception, or perception by another, of the student's identity as a male or female based upon the student's appearance, behavior or physical

characteristics that are in accord with or opposed to the student's physical anatomy, chromosomal sex or sex at birth.

7. **Physical or Cognitive Disability.** Includes a physical or cognitive impairment that substantially limits one or more of a student's major life activities.
8. **Progressive Discipline.** Includes disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, including, where appropriate, restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include (but is not limited to):
 - Meeting with the student and student's parents/guardians;
 - Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
 - Counseling;
 - Anger management;
 - Health counseling or intervention;
 - Participation in skill-building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
 - Community service; and
 - In-school detention or suspension, which may take place during lunchtime, after school or during weekends.
9. **Sexual Orientation.** Includes heterosexuality, homosexuality, or bisexuality, or other sexual orientations protected by law, whether actual or perceived.
10. **Regular Volunteers.** Means those persons, including relatives of students, who commit to serve at school on a regular basis.

B. **EXAMPLES of PROHIBITED CONDUCT.** Actions, including actions using electronic communication, that will be viewed as prohibited conduct include, but are not limited to:

1. **Bullying, Cyberbullying and Harassment.**
 - Spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
 - Repeated teasing, use of sarcasm or malicious jokes.
 - Name-calling, belittling comments.
 - Nonverbal behavior such as gestures, or graphic written statements.
 - Conduct that is physically threatening, harmful, intimidating or humiliating.
 - Inappropriate physical restraint.
 - Posting mean, embarrassing, threatening, intimidating or humiliating pictures, videos, websites, comments, fake profiles or other communications over social media platforms, such as

Facebook, Twitter, Instagram, LinkedIn, Pinterest (not an exhaustive list).

2. **Hazing.**

- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or school policies.

C. **REPORTING AND COMPLAINTS.** Students and parents may, and are strongly encouraged to, file verbal or written reports concerning suspected Bullying/Harassment/Cyberbullying/Hazing/Violence to school personnel or to the Director. See “Bullying/Harassment/Cyberbullying/Hazing/Violence Report Form” available on the website under Quick Links or in the CAIS administrative offices. Students, parents and/or staff should use the following guidelines when reporting Bullying/Harassment/Cyberbullying/Hazing/Violence:

1. **Who and What?** Any student who believes he/she has been the victim of conduct prohibited by this policy by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student, should immediately report the alleged acts, either orally or using the Report Form on the website. Reports may be made in the reporter’s preferred language. Reports may be made anonymously, and will be investigated pursuant to this Policy, but no formal disciplinary measures shall be taken solely on the basis of an anonymous report.

2. **Report to Whom?** The report may be made to any staff member, including a teacher, or directly to the Director.

3. **Prompt Notice & Form.** Teachers, Regular Volunteers, and school staff who witness

Bullying/Harassment/Cyberbullying/Hazing/Violence or who receive student reports of

Bullying/Harassment/Cyberbullying/Hazing/Violence are required to promptly notify the Director. Reports should be made in writing using the Report Form, and submitted to the Director.

4. **Assisting Student Reporting.** If a student makes a verbal report to a teacher/Regular Volunteer/staff member, the teacher/Regular Volunteer/staff member shall complete the Report Form or take the student to the Director, where a form will be completed on the student's behalf.

5. **Staff Obligation to Report.** A school employee who has information about or a reasonable suspicion of conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student shall report the matter immediately or as soon as practical to Director, but in no event later than two calendar days after the employee witnesses or receives a report of bullying.

D. **INVESTIGATION.** The Director or an administrator designated by the Director will accept and promptly investigate *all* reports of Bullying/Harassment/Cyberbullying/Hazing/Violence and follow this policy/procedure, regardless of whether any interim restorative disciplinary approaches are also employed while the investigation is pending. The administrator will notify the parents of the student(s) alleged to have committed the act of Bullying/Harassment/Cyberbullying/Hazing/Violence and the parents of the student(s) targeted by the alleged act, unless the administrator believes, in his/her professional capacity, that notifying the parents would endanger the health or well-being of a student, in which case the administrator may delay such notification, as he/she deems appropriate. The Director may take immediate steps to protect the reporter, the alleged victim, other students, school faculty and staff, or other individuals on school grounds pending the completion of an investigation.

1. **Process.** The investigation shall consist of personal interviews with the reporter, the individual(s) against whom the report was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigating administrator.
2. **Confidentiality.** The right to confidentiality, of the reporter, the victim and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, CAIS cannot guarantee absolute confidentiality, because it may be necessary to discuss the report with others who are witnesses or who may have information about the report.
3. **Outcome.** The investigation shall be completed as soon as possible. The Director (or designated administrator) shall make a written report concerning the results of his/her investigation. In determining whether the alleged conduct violates this Policy, the totality of the circumstances, the nature of the conduct, the

student's history, and the context in which the alleged conduct occurred will be investigated. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Policy. A copy of the investigation materials and completed report will be maintained by the Director for no less than four years from the date of the completed report. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA)(to protect the privacy of the accused student) the Director will notify the parents/guardians of the accused student and the victim of the outcome of the investigation, but shall not provide a copy of the written report. The Director or designee shall notify the parent or guardian about a determination that their student has committed an act violating this Policy, and the consequences for the student's actions.

E. *CONSEQUENCES. Verified*

Bullying/Harassment/Cyberbullying/Hazing/Violence conduct shall result in intervention by the Director or his/her designee that is intended to ensure that this Policy is enforced. The Director will use Progressive Discipline approaches, which may or may not involve Restorative Behavior Plan approaches, appropriate to the situation to address Bullying/Harassment/Cyberbullying/Violence, and/or may impose other disciplinary consequences. The level and severity of the prescribed consequence shall be determined by the Director. All consequences shall be designed to (a) appropriately correct the bullying behavior; (b) prevent another occurrence of bullying or retaliation; (c) protect the target of the bullying; (d) be flexible so that, in application, the consequences can be unique to the individual incident and varied in method and severity based on the nature of the incident, the developmental age of the student who is bullying, and any history of problem behavior from the student who is bullying; and (e) for cyberbullying incidents, use the least restrictive means necessary to address the interference with the student's ability to participate in or benefit from the services, activities or privileges provided by the school, to the greatest extent possible. Certainly, repeated offenses will warrant increasingly severe consequences, up to and including suspension/expulsion.

F. *CONSEQUENCES FOR KNOWINGLY MAKING FALSE REPORTS.* False allegations against another student, member of the faculty or staff, or others, pursuant to this Policy shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

G. *RETALIATION.* Retaliation against an individual who witnesses, orally reports or files a written complaint regarding Bullying/Harassment/Cyberbullying/Hazing/Violence, or who acts as a witness, participates in or cooperates with an investigation of such, is prohibited.

H. *APPEAL.* A student accused of bullying/harassment/cyberbullying/hazing/violence, or a student who is the target, who is not satisfied with the outcome of the Director's/administrator's investigation

may appeal the investigation report's conclusions to the CAIS Governing Council in the manner described in the CAIS Grievance Policy.

I. *ANTI-BULLYING INCLUDED IN HEALTH EDUCATION CURRICULUM.* Anti-bullying education shall be included in the School's health education curriculum, in accordance with health education content standards with benchmarks and performance standards as set forth in NMPED regulation 6.30.2.19 NMAC.

J. *DISSEMINATION OF POLICY.* Parents and Staff will be reminded at the beginning of each school year about this policy as well as their responsibilities regarding preventing and reporting Bullying/Harassment/Cyberbullying/Hazing/Violence. A copy of the policy will be disseminated annually and be posted on the School's website.

K. *TRAINING.* All School employees, and regular volunteers with significant contact with students shall complete annual training on bullying, harassment, hazing, violence and cyberbullying prevention. New employee training shall incorporate training on this Policy and procedures.

L. *STUDENT SAFETY SUPPORT PLAN.* The school shall develop a student safety support plan for students who are targets of conduct prohibited by this policy that addresses safety measures the School will take to protect targeted students against further acts of bullying/cyberbullying/harassment/hazing/violence.

M. *ANNUAL REPORTING.* The School shall report aggregate incidents of bullying/harassment/cyberbullying/violence as required under applicable federal or state laws, along with the School's responses to these incidents, and shall report this information annually to the NMPED in the form and content required by NMPED.

N. *PUBLICATION.* This Policy shall be made available on the CAIS school website.

The School's Director shall be the point of contact for any bullying-related concerns, or other concerns relating to this Policy. Parents and students shall be informed about this Policy at least annually, through student handbooks and the School's website.

THREATS OF VIOLENCE

1. Threats of violence toward other students, school staff, or facilities are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.
2. All employees and students are required to report evidence of threats of violence to the director. Such reports shall be investigated by the director or designee. All such reports shall be documented by the director.
3. In cases of threats that constitute a violation of criminal law, the director or designee shall notify law enforcement authorities, when it is substantiated through the use of the threat assessment tool.

4. If the director finds a significant behavior violation upon investigation, the student(s) who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this regulation shall be subject to discipline, up to or including long-term suspension or expulsion. For Students receiving Special Services, administration will consult with the special education staff regarding the appropriate process.

Electronic Devices at Cien Aguas International School

Electronic devices (cell phones, smart watches, air pods) are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to their classroom**, they will:

1. Turn their electronic devices off.
2. Place their electronic devices inside their Pouch and secure it in front of their teacher.
3. Store their Pouch in their backpack for the day.

At the end of the day, students will open their Pouch, remove their electronic devices and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

* Students arriving late or leaving early will pouch/unpouch their electronic devices in the Main Office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Electronic Devices During School

- If a student damages their Pouch or is caught on their electronic device, Administration will collect the student's electronic devices/Pouch.
- Parents will have to purchase a new/replacement pouch for \$25.00.
- **The student's parent may pick their electronic devices up *after* the school day.**
- **The student will not be allowed to bring their phone or technology to school.**

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets their Pouch, **their electronic devices will be collected and Admin will call home to remind the Parent of the policy.** The devices will be returned to the parent at dismissal and after a conversation with Administration. If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch policy above.**