



Book	AUFSD Policies
Section	Section 7000: Students
Title	Student Use of Personal Technology
Code	7316
Status	Active
Adopted	September 12, 2018
Last Revised	July 1, 2025

SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY

The Board recognizes that Internet-enabled technology plays an integral role in modern society, and families make individual decisions about whether, when, and to what extent they introduce Internet-enabled devices into students' everyday lives. At the same time, the Board also recognizes the effects these devices can have on students' ability to focus and engage fully during the school day. The District has consulted with relevant stakeholders – including applicable bargaining units, families, and students – to develop and adopt this policy to ensure the District's compliance with Section 2803 of the New York State Education Law. In so doing, the District seeks to: (a) respect families' autonomy to make personal decisions about access to technology; while (b) addressing the impact of those personal decisions on the learning environment of all students during the school day.

Nothing in this policy is intended to limit the District's ability to restrict the use of personal technology by students at school functions held off school grounds and/or outside of the school day. In addition, all use of personal technology, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

Definitions

For purposes of this policy, the following definitions apply:

- a. "Internet-enabled devices" means any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access online content, including social media applications, but excluding any devices supplied by the District that are used for an educational purpose.
- b. "Non-Internet-enabled devices" means cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access online content.

- c. "Personal technology" means Internet-enabled devices and non-Internet-enabled devices, excluding any devices supplied by the District for use for an educational purpose.
- d. "School day" means the entirety of every instructional day from the start of the first instructional period until the end of the final instructional period of the day, including any homeroom periods, lunch, recess, free/study periods, and passing time in between periods.
- e. "School grounds" means in, on, or within any District building, facility, or outdoor campus (including sidewalks, parking areas, and outdoor athletic facilities).

Roles and Responsibilities

The Board recognizes that this policy is not intended to regulate all uses of Internet-enabled technology in students' everyday lives. As such, the successful implementation of this policy during the school day will require a shared commitment among different stakeholders:

- a. District and building administrators are expected to:
 - 1. Develop building-level policies to implement this policy;
 - 2. Ensure families, students, teachers, and staff understand the requirements and expectations under this policy;
 - 3. Ensure this policy is applied and enforced fairly and consistently throughout each building; and
 - 4. Support families and students to develop healthy practices and make responsible choices regarding Internet-enabled technology.
- b. Teachers and staff are expected to:
 - 1. Apply and enforce this policy and building-level policies fairly and consistently within each building; and
 - 2. Seek assistance, where needed, from administrators and families to implement this policy successfully.
- c. Students are expected to:
 - 1. Follow the rules established under this policy and applicable building-level policies; and
 - 2. Provide feedback to administrators and the student board representative on how to improve the effectiveness of this policy and its implementation.
- d. Parents and persons in parental relation are expected to:
 - 1. Review and consider this policy when deciding whether to permit students to bring Internet-enabled devices to school;
 - 2. Ensure that students understand their responsibilities if they bring Internet-enabled devices to school;
 - 3. Implement appropriate device restrictions (e.g., physical or software-based administrative controls) as needed to promote students' compliance with this policy if they bring Internet-enabled devices to school; and

4. Support the District's efforts to promote consistent enforcement of, and compliance with, this policy.

Instructional Uses

As part of the District's "bring your own device" (BYOD) program, students at Ardsley High School are permitted to use personal laptop devices for general instructional purposes during the school day. Tablets, smartphones, and other types of Internet-enabled devices are not permitted under the District's BYOD program.

The use by students of Internet-enabled devices other than approved BYOD devices on school grounds during the school day is permitted if expressly authorized by a teacher or administrator for specific instructional purposes, which may include in-class projects, research, or homework. Teachers who authorize the use of Internet-enabled devices for instructional purposes will inform students of the specific instructional purpose(s) for which such use is authorized. Internet-enabled devices may only be used for the specific authorized instructional purpose(s), and must otherwise be stored in accordance with this policy. Students should inquire with teachers and/or school administrators when they are unsure whether a particular use of personal technology is authorized.

For purposes of clarity, teachers will not conduct or assign any instructional activities that require the use of personal technology on school grounds during the school day. Any such activities must be equally capable of being performed using District-issued technology.

Non-Instructional Uses

Non-instructional use of Internet-enabled devices by students is generally prohibited on school grounds during the school day. Non-instructional use includes texting, calling, and otherwise communicating with others. Other non-instructional uses include Internet searches (except in connection with approved classroom activities), listening to music, watching videos, and accessing social media or other online content.

Notwithstanding the foregoing, students may be authorized by a teacher or school administrator to use Internet-enabled devices on school grounds during the school day:

- a. Where necessary to manage a student's health care;
- b. In the event of an emergency, as determined by a teacher or school administrator (e.g., a situation posing a threat to student safety or requiring unplanned evacuation/dismissal from school);
- c. Where necessary to access language translation services; or
- d. On a case-by-case basis, upon review and determination by a school psychologist, social worker, or counselor, for a student caregiver who is routinely responsible for the care and wellbeing of a family member.

A parent or person in parental relation must submit an advance written request to the building principal to authorize a student to use Internet-enabled devices under clause a., c., or d. above. A request under clause a) shall also include documentation substantiating the request from a health care professional involved in the student's treatment or care.

Students must be permitted to use Internet-enabled devices on school grounds during the school day where such use is:

- a. Included in a student's Individualized Education Program (IEP) or Section 504 Accommodation Plan; or

- b. Required by law.

The use of personal technology is expressly prohibited in locker rooms, restrooms, health offices, and any other areas where a person has a reasonable expectation of personal privacy, unless authorized by an administrator.

Prohibition During State Assessments

Students are prohibited from bringing personal technology into classrooms or other locations where a New York State assessment is being administered. Test proctors, test monitors, and school officials have the right to collect prohibited personal technology prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

A student may use certain devices if the device is specified in that student's IEP or Section 504 Accommodation Plan, or a student has provided medical documentation that they require the device during testing.

On-Site Storage

As the preferred method of compliance with this policy, students are encouraged not to bring Internet-enabled devices to school. Students who choose to bring Internet-enabled devices onto school grounds must power the devices off or disable online connectivity to the devices (e.g., "airplane mode" will suffice, but merely silencing or disabling notifications will not) and store the devices in designated on-site storage areas while on school grounds during the school day. On-site storage areas may include: student lockers, designated storage bins or pockets/pouches in classrooms, or designated storage areas in one or more central locations (e.g., main office). On-site storage may also be permitted in backpacks, provided the devices remain out of sight in an internal/enclosed compartment (i.e., not externally visible) in addition to being powered off or without online connectivity.

Each building principal will determine the specific method(s) for on-site storage that are available to students in their building. In determining such option(s), the principal will prioritize the following objectives, consistent with the intent of this policy:

- a. Promoting compliance with the policy;
- b. Ensuring consistency of compliance and enforcement throughout the building;
- c. Minimizing the impact on instructional time and other resources during the school day;
- d. Facilitating access to devices by students for permitted (instructional and non-instructional) uses during the school day; and
- e. Providing appropriate security for devices.

Even where a building-level policy permits on-site storage within backpacks, Internet-enabled devices within individual classrooms must be stored in designated bins or pockets/pouches unless the teacher has expressly authorized the devices to be stored within backpacks.

Parental Communication with Students During the School Day

To accommodate necessary communication, the methods for parents or persons in parental relation to contact their student(s) during the school day may include:

- a. School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or ask the student to come to the

office to speak with their parent or person in parental relation.

- b. Designated School Email Address: Parents or persons in parental relation may send an email to a designated school email address, and the school can relay the message to the student.

When sending a communication using any of the permitted methods listed above, a parent or person in parental relation should specify whether the matter is:

1. Urgent and requires the student to be called to the office to receive a message and/or speak with the family member;
2. Not urgent and requires a response from the student at the next available break in instruction; or
3. Not urgent and only requires the student to receive a message without need for a response.

Each building principal will determine the specific method(s) that are available for parents or persons in parental relation to communicate with students during the school day. For purposes of clarity, students who need to communicate with a parent or person in parental relation during the school day may use the same methods. In addition, with the prior approval of a building administrator in each instance, a student may contact, or return a message from, a parent or person in parental relation using a non-Internet-enabled phone during the school day.

Building-Level Policies

Each building administrative team will develop a building-level policy to implement this District policy, including specifying the building-level implementation choices authorized under this policy. For purposes of clarity, each building-level policy will address:

- a. The expectations and responsibilities of each relevant stakeholder group to support the effective implementation of the policy;
- b. The types of Internet-enabled devices that students are permitted to bring to school, including any accompanying approval or registration procedures;
- c. The types of Internet-enabled devices that students are permitted to use for instructional purposes as part of the school's BYOD program (if applicable);
- d. The procedure for requesting authorization to use an Internet-enabled device for permitted non-instructional purposes (e.g., to manage a student's health care);
- e. The available method(s) for on-site storage of Internet-enabled devices by students in the building, as permitted under this policy;
- f. The available method(s) for parental communication with students during the school day, as permitted under this policy; and
- g. The specific progressive disciplinary consequences that will apply to an initial violation, and subsequent violations, of the policy, including the need for fair and consistent enforcement of such consequences across all students.

Each school will notify students, parents, and persons in parental relation in writing of the building-level policy upon enrollment and at the beginning of each school year. In addition, each school will post the policy in a visible and easily accessible location on the school website. The school will also provide reasonable prior notice in writing to students, parents, and persons in parental relation before implementing any change to the policy during the school year.

In the event any school's building-level policy and/or implementation is not adequately achieving the objectives of this District policy, the Board will make appropriate adjustments to the District policy (including, without limitation, the discretion afforded hereunder with respect to building-level policies) in order to more effectively achieve the objectives of this policy throughout the District.

Enforcement and Consequences

Enforcement of this policy is primarily the responsibility of building administrators; however, all administrative and instructional staff are expected to assist in such enforcement. Building-level administrators will employ a progressive system of discipline in accordance with the Code of Conduct. Without limitation, consequences for violations of this policy may include: temporary confiscation of devices, stricter rules for storage and/or access (e.g., secured storage, administrative device controls) following repeated or willful violations of the policy, and the temporary or permanent loss of a student's ability to bring an Internet-enabled device to school following unsuccessful efforts to correct in-school behavior. In addition, some unauthorized uses of Internet-enabled devices may constitute violations of other District policies or the Code of Conduct (e.g., academic misconduct, conduct that is disruptive or endangers others) and will be subject to disciplinary action in accordance with those policies; however, in accordance with applicable law, discipline will not include suspension from school if the sole basis for the suspension is a student's use of an Internet-enabled device in violation of this policy.

In the event a student exhibits a pattern of repeated and persistent violations of this policy, administrators will facilitate a meeting with the student and the student's parent(s) or person(s) in parental relation to discuss: the objectives and expectations of this policy, the contributing causes of the student's challenges in complying with the policy, and measures the District and the student's family can take (e.g., counseling, education, administrative device controls) to support the student's compliance.

Liability

The District will not be liable for the loss, damage, misuse, or theft of any personal technology brought to school. The District reserves the right, to the extent permitted by law, to monitor, inspect, and/or confiscate personal technology when administration has a reasonable suspicion that a violation of school policy or criminal law has occurred.

Posting and Translation of Policy

The District will post this policy in a clearly visible and accessible location on its website. Translations of the policy into any of the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student, parent, or other person in parental relation to a student. The District will also incorporate the requirements of this policy into the *Code of Conduct*.

During the 2025-26 school year, the District will take reasonable steps to promote awareness and compliance with this policy, including through periodic, building-level communications and postings.

Reporting and Mitigation Action Plan

Beginning September 1, 2026 and annually thereafter, the District will publish an annual report on its website detailing enforcement of this policy within the District during the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

Education Law Section 2803

NOTE: Refer also to Policies #7315 -- Acceptable Use Policy for Technology and the Internet
#7550 -- Dignity for All Students
#8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 9/12/18

Revised: 7/1/25