7316	Student Use of Personal Technology

Purpose: This policy aims to establish clear guidelines regarding the use of student electronic devices, including but not limited to cell phones/smart watches/headphones/earphones within the school environment to promote a positive and focused learning atmosphere.

Scope: This policy applies to all students within the school district during their regular school building hours. This includes on school premises, and at all school sponsored events, whether on or off campus, with the exception of field trips which will be at the teacher and administrators' discretion.

Policy Statement: Ballston Spa Central School District recognizes that electronic devices can be valuable tools for communication and learning. However, by removing electronic devices from the school day we are prioritizing our commitment to a higher level of education and engagement for all students. Therefore, it is the policy of the Ballston Spa Central School District that all student electronic devices must be **OFF AND AWAY FOR THE DAY** which means during instructional hours starting at the first bell until the end of the day bell, **all** electronic devices shall be turned off and stored by each student as outlined below.

Ballston Spa Central School District is not responsible or liable for lost, stolen, damaged or broken electronic devices and recommends that all student electronic devices be left at home and not brought to school.

Process for Building Entrance: (Middle School and High School)

As students enter the building, they will:

1. Turn their devices off and place their cell phones, earbuds, smart watches or any other electronic devices inside their locker for the day.
2. Each student will maintain possession of their cellphone (other electronic devices) inside their locker for the duration of the school day. Students arriving late will follow the same process when signing in.
3. At the end of the school day, students will have full access to their phones, earbuds, smart watches, and other electronic devices.

Process for Building Entrance (Elementary Schools)

As students enter the building, they will:

1. Turn their devices off and store them in their backpacks for the day.

Parent Communication:

1. Parents/caregivers who need to contact their child throughout the day are asked to reach out to the main office (by phone, email or other District approved communication platform) in your child's specific building:

    - Ballston Spa High School: (518) 884-7150
    - Ballston Spa Middle School: (518) 884-7200
    - Gordon Creek Elementary: (518) 884-7270
    - Milton Terrace Elementary: (518) 884-7210

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- Wood Road Elementary: (518) 884-7290
- Malta Ave Elementary: (518) 884-7250

Student Communication:

1. Students who need to contact parents/caregivers can access a phone in the main office of each building.

The policy authorizes student use of electronic devices during the school day for the following reasons:

1. Where necessary for the management of students' healthcare after approval by building administration;
2. If authorized by a teacher, principal, district, or BOCES for a specific educational purpose;
3. For translation purposes;
4. On a case-by-case basis, upon review and determination by the building administration, for student caregiver who is routinely responsible for the care and wellbeing of a family member; or
5. In the event of an emergency, with approval of the building administration;
6. Where required by law;
7. If a student's IEP or 504 plan deems it necessary.

NOTE: Refer also to Policies:
#7550 – Dignity for All Students
#8270 – Internet Safety and Electronic Information and Access

Approved: 8/6/2025