Lakewood School District

Use of Electronic Communication and Recording Devices (ECRD)

Scope

Electronic devices have become a common means of communications and information access in today's society. However, these devices have the potential of disrupting the orderly operation of school. Lakewood School District has therefore created this policy to govern the possession and use of electronic devices on school premises, during the hours, at school sponsored activities, and on school transportation.

Definition

For the purpose of this policy "**Electronic Device"** means a privately owned wireless and/or portable electronic handheld equipment that includes, but not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, walkie-talkies, etc) portable internet devices (mobile managers, mobile messengers, Blackberry handset, etc), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc) Handheld entertainment systems, Headsets, Earbuds (video games, CD players, compact DVD players,MP3 players, IPods, walkman devices, etc) and any other convergent communication technologies that do any number of the previously mentioned functions. **"Electronic Device"** also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Possession and use of Electronic Devices in School is Strictly Prohibited

Pupils may possess a cell phone or IPad and use the devices at school subject to the following:

Pupils may carry or possess a cell phone (but not wear headsets) at school and school sponsored activities, however the electronic device must be turned **off,** not set to vibrate and kept out of sight during class time. Pupils may also carry and use an IPad only in a classroom setting and only for educational instructions. Pupils may use electronic devices with the sole approval of a school administrator, teacher or in an emergency.

Confiscation

If a pupil violates this policy, his/her electronic device will be confiscated. When an administrator, teacher, security official or any other school employee confiscates an electronic device under this policy, he/she shall take measures to label and secure the device or turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the pupil's parent (s)or legal guardian (s) **only after the pupil has complied with any disciplinary consequences that are imposed.**

Prohibitions on audio or camera recording

The use of audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times. Except under the following circumstances:

a. the use is at the direction of a teacher for educational purposes ; and
b. the use is determined by the administration to be necessary for other special circumstances, health-related reasons, or emergency.

Security of devices

Pupils shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made by the electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Reporting

Individuals wishing to report a violation of this policy shall contact a school administrator.

Disciplinary Actions

Violation of this policy will result in discipline up to and including suspension, and notification of law enforcement authorities. A pupil who violates this policy may be prohibited from possession of an electronic device at school or school related events.

1st offense – Electronics confiscated, student may retrieve at the end of the day, parent/guardian notified.

2nd offense – Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day.

3rd offense - Students in K-8 receive detention/students in grades 9-12 receive in-school suspension. Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day.

These actions are only for retrieving the device and are not meant to excuse the pupil from any discipline taken by the administrator for violating the pupil code of conduct.