

Purpose

Electronic Communication Devices (“ECDs”) can be supportive of the educational program of the school district. They can assist students achieve the school district’s mission and goals, and they can assist students achieve their own goals and dreams. With the many kinds of ECDs, some issued by the school district (“SD ECDs”) and some owned by the students (“PECDs”), and with the potential disruption to the education of others, the school district has established this policy.

The Board recognizes the need to support an educational environment that is orderly, safe and secure for district students and employees, while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

Further, The Board recognizes the importance of uninterrupted instruction during the academic day, from the beginning bell in the morning through the dismissal bell in the afternoon.

Definitions

Electronic Communication Devices (“ECDs”) - are communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (“apps”), and provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers/beepers; location tracking devices, global positional system (“GPS”) instruments; **wired and wireless headphones**; computers; portable game units; graphic calculators; MP3, music, and media players; PDAs; digital cameras; tablet and laptop computers; wearable technology (**watches, glasses**); drones; and other devices that can capture still images or video, can record, store, display, transmit, or receive audio or video with digital, electronic, wired, wireless, or cellular communication capabilities. **Electronic Communication Devices** may also be referred to as **electronic devices** in other publications and school district policies.

Electronic communication devices could be devices that are not capable of transmitting telephone communications (such as radios), do not have Internet access (such as school district issued and student-owned Kindles), are lasers, and/or are radar communication devices.

ECDs could be issued to students by the school district (“SD ECDs”), or ECDs could be owned by the students (“PECDs”).

Silent Use - is the use of ECDs, and PECDs (where permission has been granted by an administrator or IEP team), that make no sound, are inaudible, and are speechless. Examples of silent use include texting and electronic messaging. No device ringing, ringtones, or sound effects are permitted at any time, unless a teacher permits such use in an area within the teacher’s control and is not disruptive to other employees and students.

Authority

~~The Board permits the possession and silent use of SD ECDs by district students during the school day in school district buildings, on school district property, and while students are attending school-district-sponsored activities during regular school hours when they are in compliance with this policy, other school district policies, regulations, rules, and procedures, Internet Service Provider (“ISP”), website and apps terms (if they are lawful), and local, state, and federal laws and procedures (school district policies and/or other legal requirements), and supportive of the educational program of the school district, so long as such use does not interfere with the students’ educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of the school district.~~^{[1][2][3]}

The Board prohibits use of non-district issued electronic devices by students during the school day in district buildings, from the first bell of the academic day through dismissal, with the following guidance based upon grade level. on district property; on district buses and vehicles;

Elementary School (K-4)

All non-district issued devices shall be restricted from Bell-to-bell during the instructional day. All devices must be silenced and stored, not on the student’s person.

Middle School (5-8)

All non-district issued devices shall be restricted from Bell-to-bell during the instructional day. All devices must be silenced and stored, not on the student’s person. Limited short-term exceptions are permissible with the authorization of the principal and not to last more than one consecutive day.

High School (9-12)

All non-district issued devices shall be restricted from Bell-to-bell during the instructional day. All devices must be silenced and stored, not on the student’s person. Limited short-term exceptions are permissible during non-instructional times such as a student’s lunch period.

As stated in the above-mentioned grade band categories, students are prohibited from visually possessing and using their PECDs during the school day in school district buildings, on school district property, and while students are attending school-district-sponsored activities during

regular school hours on school district premises and property (including but not limited to, buses and other vehicles), at school district events, or through connection to the school district CIS systems, unless expressed permission has been granted by an administrator, who will then assume the responsibility to supervise the student in its use, or, unless an IEP team determines otherwise, in which case, an employee will supervise the student in its use. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

~~Students may use their PECDs through their cellular service only if they have permission from an authorized school district administrator or teacher, and written consent from their parent(s)/guardian(s) on a form provided by the school district (Permission Form). The school district will not be responsible for a student's acts conducted through their cellular service. Parent(s)/Guardian(s) are responsible for their child's use and misuse of their service in violation of school district policies, the permission form, and other legal requirements, and they will cooperate with the school district if disciplinary matters arise. The school district will register the students' devices. The students may not use the school district's WiFi service.~~

Students are prohibited from using SD ECDs and PECDs with or without Internet access and/or recording, and/or camera/video, and other capabilities and configurations to take videos and images of others, transfer them, and/or place them on websites or social media without the consent of the person(s) in the image and/or building principal.

The possession and use by students of SD ECDs, and PECDs (where permission has been granted by **policy**, an administrator or IEP team) that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the school district's mission and environment, therefore they are prohibited in accordance with school district policies and other legal requirements.

Building level administrators, in consultation with the Superintendent and/or designee, and in compliance with school district policies and other legal requirements, are authorized to determine the extent of the use of SD ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team), within their schools, on the school's property, and/or while students are attending that school's sponsored activities during regular school hours. For example, use at the elementary grade level may be different than that at the middle school, and/or high school grade levels.

Unless a teacher and/or principal determines otherwise, SD ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team), must be turned off upon entering any instructional area and remain off until the student leaves the instructional area.

Instructional areas include, but are not limited to, classrooms, gymnasiums, practice fields, field trip locations, auditoriums, conference rooms, band rooms, and chorus rooms.[3]

In addition, unless they must be used for emergency situations, the SD ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team) must remain off during a school evacuation due to the safety and security of all individuals.

The school district will not be liable for the theft, loss, damage, misuse, or unauthorized use of any PECD brought to school by a student, and the school district will not guarantee that time or resources will be used by the school district to locate stolen or lost PECDs. Students are personally and solely responsible for the security of PECDs and the privacy of their information and data brought to school, school events, or school district property. The school district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so. The student is responsible for any costs of the use (for example, monthly expenses, voice and data charges), repair, maintenance, replacement, upgrades, enhancements, or modifications to their PECD; the school district and school district employees will not provide such support.

If PECDs are loaned to or borrowed and/or misused by non-owners, the owners of the PECDs are jointly responsible with the non-owner for the misuse and/or violation of school district policies, regulations, rules, or procedures.

Delegation of Responsibility

The Superintendent or designee is granted the authority to create and enforce regulation(s), rules, procedures, and forms to accompany this policy.

Building principals and the Director of Technology or designee shall annually notify students, parent(s)/guardian(s), employees, and guests about the school district's Electronic Communication Device Policy by publishing the policy in the student handbook, newsletter, posted notices, on the school district's website, and/or any other methods.

The Director of ~~Curriculum, Instruction,~~ **Student Support Services** or designee is responsible for training administrators and employees who are responsible for the use, supervision, discipline, investigation, confiscation, searching, and/or other matters involving students' SD ECD and PECD.

Students must comply with relevant school district policies and other legal requirements. Students must comply with the guidelines set by the classroom teacher and/or school district and building level officials for the use of SD ECDs and PECDs (where permission has been granted by an administrator or IEP team). Students will be held responsible for their conduct in the use of the devices and are subject to the consequences provided in the Guidelines section of this policy.

Guidelines

In accordance with this policy, ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team), may be used in authorized areas or as determined by the school district administration as follows:[4][5]

1. For educational or instructional purposes.
2. Before and after school, and in the cafeteria at lunchtime (**high school 9-12**).
3. When the educational, safety, emergency, medical, or security use of the ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team) by the student is approved by the building level administrator, or designee. In such cases, the student's use must be supervised by a school district professional.

In accordance with this policy, ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team), may not be used in unauthorized areas or as determined by the school district administration as follows:

1. The Board strictly prohibits possession and use by students of any non-school district-owned laser pointers, or laser pointer attachments, and any ECDs and PECDs that are hazardous or harmful to students, employees, and the school district on school grounds, at school district-sponsored activities, and on buses or other vehicles provided by the school district. These include, but not limited to, devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be authorized by the principal, or designee, or anyone, for students to possess or use such devices.[2]
2. During tests, examinations, and/or assessments, unless the teacher authorizes such use. When ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team) are not permitted to be used during tests, examinations, and/or assessments they must be stored in closed items such as pocketbooks and book bags, and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap.
3. To cheat, engage in unethical conduct, and threaten academic integrity.

4. To access and/or view Internet websites that are blocked by the school district. Examples include, but are not limited to, social media sites, and **inappropriate matter** as defined in the school district's Acceptable Use Policy and Social Media Policy.[3][6]
5. To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions include, but not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.
6. In locker rooms, bathrooms, dressing rooms, swimming pool areas, and any other changing areas.
7. In the hallways and during the changing of classes.
8. To create, send, share, view, or disseminate sexually explicit, obscene, pornographic, child pornographic, lewd images or video content, such as acts may be a crime under state and/or federal law.
9. To disrupt the educational and learning environment.

ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team) that violate relevant school district policies and other legal requirements shall be confiscated. The confiscated devices shall not be returned until a conference is held with a parent/guardian.

If school officials have reasonable suspicion that relevant school district policies and other legal requirements are violated by the student's use of ECDs and PECDs (where permission has been granted by **policy**, an administrator or IEP team), and that the use of these devices materially and substantially disrupt the school's atmosphere, the devices may be lawfully searched in accordance with the law, and/or the ECDs and PECDs may be turned over to law enforcement when warranted.[7]

Students should have no expectation of privacy when using SD ECDs and when using the school district's service(s). In addition, students should have no expectation of privacy when they use PECDs on the school district's service(s).

When legally required and/or when in the interest of the student, the student's parent/guardian shall be notified.

If an ECD, SD ECD or PECD is suspected of being stolen, it shall be turned over to law enforcement.

Disciplinary consequences shall be in accordance with the school district's policies, regulations, rules, and procedures, including but not limited to Student Discipline, Acceptable Use, Bullying/Cyberbullying, Harassment, Social Media, and other policies.[3][4][5][6][8][9][10]

Violations of this policy by a student shall result in progressive disciplinary consequences up to and including restriction of privileges, in-school consequences, and/or confiscation of the electronic device, at the discretion of the building principal or designee.

If confiscated, the item shall not be returned until a conference has been held with a parent/guardian.