

Procedure - Students and Telecommunication Devices

Mobile Devices at School

Students in possession of a mobile device, including, but not limited to, cell phones, smart watches, non-medical listening devices, tablets, gaming devices, and similar devices, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

1. Telecommunication devices will be accessed and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger. Exceptions may be granted if a school administrator or staff member expressly authorizes the student to use the device;
 - a. Elementary students are not permitted to have personal electronic devices at school.
 - b. Middle and High school students must keep personal electronic devices "off and away" at all times throughout the day.
 - i. If locking mechanisms are provided, they will be assigned to each student. It is the responsibility of each student to maintain the pouch in proper working condition; failure to do so may result in a fine and behavioral consequences.
 - ii. Students who arrive late or leave early due to their schedule shall lock/unlock their devices at the main office.
 - c. It is the responsibility of all staff to teach, reinforce, and enforce the telecommunication devices policy and procedure.
2. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.
3. Students will not take, send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district.
4. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent/guardian.
5. By bringing a cell phone or other electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
6. Any use of personal electronic devices to record fights or engage in harassment, intimidation, or bullying, or to access or share such content with

others, is strictly prohibited. Students who engage in such conduct may be subject to disciplinary processes and consequences consistent with Policy 3241 / 3241P Student Discipline.

7. Students who bring personal electronic devices to school do so at their own risk. The district is not responsible for loss, theft, or damage of devices brought onto school property or to school-sponsored events;
8. Students will comply with any related policies and procedures, and additional rules developed by the school district concerning the appropriate use of telecommunication or other electronic devices.
9. Students who violate this policy will be subject to disciplinary action in alignment to Policy 3241 / 3241P Student Discipline, including but not limited to:
 - a. Verbal warning;
 - b. Parent/Guardian contact;
 - c. Confiscation of device until end of school day;
 - d. Confiscation of device, to be released only to parent/guardian;
 - e. Other appropriate interventions and/or discipline.

Exceptions:

1. With teacher permission, students may use personal electronic devices during class for instructional or educational use. The purpose of this exception is to provide equitable access to learning and to allow use of devices when it enhances learning opportunities and is incorporated into classroom instructional plans. *This exception does not allow students to use personal electronic devices for non-instructional activities during class, including when students have completed their assigned work before the end of the class period.*
2. This policy does not prohibit students from using personal electronic devices during the school day in accordance with an approved accommodation plan, as documented in a student's Individualized Education Program (IEP), Section 504 plan, or Student Health Plan.

Reporting Digital Transmission of Sexually Explicit Content

Any student, employee, parent/guardian, or third party who has knowledge of conduct in violation of this policy or any student who feels they have been a victim of sexting, menacing, retaliation or reprisal in violation of this policy, will immediately report the concerns to:

1. The building principal or designee;
2. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
3. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
4. The superintendent or designee.

Investigating

The principal or designee will be responsible for timely investigating a complaint made under this policy. The investigation, witness statements, and evidence will be documented along with the outcome of the investigation.

In the course of the investigation, administrative staff will not send, receive, or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent/Guardian Notification

Parents/guardians of all students identified in such a report will be notified of the investigation and informed of their students' involvement in the incident.

Discipline

The school may administer discipline for students whose behavior violates this policy. Law enforcement may also be notified when conduct may violate criminal laws.

The district will make reasonable attempts to assist students and/or parents/guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. Assistance may include consultation, counseling, education, mediation, and/or other opportunities for problem-solving.

When administering discipline, the administrator will take into consideration the context of the events, all relevant circumstances, the parties' prior behavior, the nature of the behavior and its potential harm, and the emotional and/or physical harm resulting from the reported party's actions.

Sexting Offenses - Consequences

1. First offense:
 - a. Parents/guardians will be notified;
 - b. The district will file an information report with the police by phone or in writing;
 - c. The student's phone or electronic device will be confiscated, searched and returned only to a parent/guardian; and
 - d. The district may administer appropriate interventions and may take other actions as appropriate.
2. Second offense:
 - a. Parents/guardians will be notified;
 - b. Police may be notified;
 - c. The student's phone or electronic device will be confiscated, searched and returned only to a parent/guardian; and
 - d. The district may administer appropriate interventions and may take other actions as appropriate;
3. Third offense:
 - a. Parents/guardians will be notified;
 - b. Police may be notified;

- c. The student's phone or electronic device will be confiscated, searched and returned only to a parent/guardian;
- d. The student may be ineligible to participate in extracurricular activities; and
- e. The district may impose appropriate interventions and take other actions as appropriate.

Definitions:

1. **Sexting** means sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent or pornographic photographs, images, or messages by or on a cell phone, computer, or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch, or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate, or efficient operation of the school; or the educational process or experience.
2. **Disrupting the Learning Environment** means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
 - a. Insulting, mocking, or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - b. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent, or pervasive behavior.
3. **Third parties** include, but are not limited to, coaches, school volunteers, parents or guardians, school visitors, service contractors, or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

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Classification: **Important**

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