



## **TECHNOLOGY POLICY/PERSONAL ELECTRONIC DEVICES**

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### **Possession and Use of Personal Electronic Communication Devices**

Possessing and using personal electronic communication devices; including but not limited to cell phones, iPods, iPads, and lap top computers, at school is a privilege. Where a quiet atmosphere and/or privacy is expected; such as classrooms, locker rooms, restrooms, detention, LINK, Friday School, library, computer labs, or performances; these devices must be powered off and not visible, except if the supervising staff member grants permission. Sharing data between students during a classroom activity is permitted only with teacher approval.

Students are permitted to use electronic and musical devices (such as an iPod, or iPad) for approved purposes in common areas such as hallways, the cafeteria, and in Flex/JAM areas. Approved purposes do not include phone calls, texting, taking photos or video, or participating in social media interactions. Students are only permitted to wear one ear bud (this is for safety concerns-students must be able to hear directions from adults in the building). Students are expected to comply with teacher and/or staff requests related to this policy and use of their technology device. Any incident of non-compliance, lack of cooperation, or defiance will be considered an additional discipline violation at the discretion of an administrator.

### **Inappropriate Use of Personal Electronic Devices:**

Students shall not use personal electronic devices in any manner that interferes with, disrupts, or adversely affects instruction, activities, or operations, including but not limited to conduct that may be considered to: (a) be a threat or an attempted intimidation of a student or staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise infringes on the rights of other students. Prohibited uses of personal electronic devices include, but are not limited to; using the device to take photographs in locations where students and/or staff have a reasonable expectation of privacy, producing, viewing, sharing, distributing, or disseminating an electronic picture or image of an indecent depiction of self or another person, cheating, or violating other student conduct rules. Students needing to contact a parent or guardian during the school day must have the permission of school personnel and may not use their personal electronic device for these purposes without staff approval. Students who feel ill and wish to make a home contact *must* do so through the building health clinic, not with their personal device.

At no time shall a student have possession of a laser pointer device while on school property or while attending a school-sponsored or school-related activity.

### Addressing Violations of the Personal Technology Policy

A violation may include, but is not limited to:

- Using a device for non-instructional purposes.
- Using a device in class during a time that has not been permitted by the teacher.
- Not following instructions or a request from a teacher addressing the device – including discontinuing usage, removing it from a work area, putting it away, or placing it in an area of common view.
- Answering or sending communication via social media, text, or phone call to any party for non-instructional purposes. This includes communication from family that should be directed through the main office.
- Other usages or actions that cause disruption to the classroom or instruction.
- Upon entering the classroom, ear buds and cell phone should be put away.

Discipline Referral forms will be utilized to address and track violations of the Personal Technology Policy. In the circumstance of a violation, the student will be given a Discipline Referral form by the staff member with an explanation of the reasoning. The form will be given to the administration for tracking and appropriate consequential actions:

- 1<sup>st</sup> Offense: Violation is logged in the student’s discipline record.
- 2<sup>nd</sup> Offense: Student is issued detention.
- 3<sup>rd</sup> Offense: Referred to administration for disciplinary consideration and consequences.
- Additional Offenses: Discipline referral to administration.

### POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: 5/14/2013 Council Chairperson’s Initials \_\_\_\_\_

Date Reviewed or Revised: 6/12/2014 Council Chairperson’s Initials \_\_\_\_\_

Date Reviewed or Revised: 8/24/2015 Council Chairperson’s Initials \_\_\_\_\_

Date Reviewed or Revised: 3/20/2019 Council Chairperson’s Initials \_\_\_\_\_

Date Reviewed or Revised: 11/17/2021 Council Chairperson’s Initials EWV