

Hillcrest Junior High Electronic Device Policy

Scope

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

The Electronic Device Policy for school/district owned electronic devices is stated in the Acceptable Use Policy signed by parents and students each year at registration.

Definition

For purposes of this policy, "Privately Owned Electronic Device" means any device that is used for audio, video, or text communication or any other type of computer or computer-like instrument that is not owned and issued by the school including:

- (a) a smart phone;
- (b) a smart or electronic watch;
- (c) a tablet; or
- (d) a virtual reality device

Possession and Use of Privately Owned Electronic Devices

Students may possess and use electronic devices at school subject to the following guidelines:

- Students may carry or possess privately owned electronic devices at school and school-sponsored activities held at the school.
- Use of privately owned electronic devices during the school day, including pass-time between classes, at recess, and lunch-time, is prohibited. Devices must be completely powered down, turned off and kept out of sight.
- Students may use privately owned electronic devices before the first bell and after the final bell of the school day. Devices may be used outside of the school building, on school sidewalks, in parking lots, and on playing fields so long as they do not create a distraction or disruption.
- Use of privately owned electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- Privately owned electronic devices should not be brought on field trips.

Prohibitions

Privately Owned Electronic devices shall not be used in a way that threatens, bullies, humiliates, harasses, or intimidates any school-related individual. This includes students, employees and guests. Devices should never be used in a way that violates local, state or federal law. Devices shall not be used to access inappropriate material on the Internet and World Wide Web while using school services or connectivity whether on or off school property. Privately owned electronic devices shall not be used during standardized assessments.

Confiscation

If a student violates this policy, his/her privately owned electronic device may be confiscated. When an employee confiscates a device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as quickly as the employee's duties permit. The device will only be

released to the student's parent or guardian after the student has complied with any other disciplinary consequence that has been imposed.

Potential Disciplinary Actions

- A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- The first time a personal electronic device has to be confiscated the device will be kept in the office until the end of the day. The student will be able to pick up their device from the administrator after the last bell rings.
- The second time an electronic device is confiscated a parent or guardian will be notified and asked to come to the school office to retrieve the device. Students will not be allowed to pick up the device.
- The third time an electronic device is confiscated a parent or guardian will be notified and asked to come to the school office to retrieve the device. Students will not be allowed to pick up the device. In addition, the student will serve detention.

Security of devices

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

Reporting

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

Prohibitions on camera or audio recording

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, or compromise the integrity of educational programs. Accordingly, use of the audio recording or camera functions of electronic devices will be strictly prohibited on school premises at all times. The violation of one's privacy in such a manner will result in school and/or district consequences, including law enforcement referral.

Exceptions

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to implement a student's current and valid IEP;
- the use is at the direction of a teacher for educational purposes;
- the use is determined by the principal to be necessary for other special circumstances, health-related reasons, or in case of an emergency.

Teachers may allow the use of privately owned electronic devices in the classroom for curricular purposes only. Teachers may not allow interfering or electronic communication devices as part of a 'reward' or 'free time.' Teachers who chose to allow privately owned electronic devices in the classroom must clearly communicate to parents and students the conditions under which the use of privately owned electronic devices are allowed.