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| Book             | Policy Manual   |
| Section          | 5000 STUDENTS   |
| Title            | Student Possession & Use of Personal Electronic Devices, Including Cellular Phones  |
| Code             | BP 5138   |
| Status           | Active  |
| Cross References | <a href="#">BP 5030 - School Discipline and Safety</a><br><a href="#">BP 5131 - Conduct</a><br><a href="#">BP 5131.4 - Campus Disturbances</a><br><a href="#">BP 5131.41 - Violent and Aggressive Conduct</a><br><a href="#">BP 5131.43 - Harassment, Intimidation and Bullying</a><br><a href="#">BP 5131.9 - Academic Honesty</a><br><a href="#">BP 5137 - Positive School Climate</a><br><a href="#">BP 5144 - Discipline</a><br><a href="#">BP 5145.12 - Search and Seizure</a><br><a href="#">BP 6159 - Individualized Education Program</a><br><a href="#">BP 6161.4 - Acceptable Use Policy/Internet Safety Policy</a> |
| Adopted          | October 14, 2013  |

The School Board recognizes that many students possess and use cell phones and other personal electronic devices. These devices serve an important purpose in facilitating communication between the student and his or her family, as well as serving as tools to access electronic information. In the school setting, personal electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

### **Educational Uses**

In certain instances, there is educational value in utilizing personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class. Approval for student use of such devices will be at the discretion of the classroom teacher, upon approval of the instructional use by the building administrator.

Use of personal electronic devices will be permitted if provided for in a student's Individualized Education Program (IEP) or Section 504 plan.

If use of a personal electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, or in emergencies, permission must be obtained in writing from a building administrator prior to use of the personal electronic device at any time when such use would otherwise be prohibited by this policy.

### **Conditions of Use**

Students may possess and use personal electronic devices including, but not limited to, cell phones, laptops, tablets, music players, etc., subject to limitations of this and other policies of the District and under the following conditions.

Personal electronic devices shall not be turned on or used in any way:

- during instructional time, unless under the direct supervision of the classroom teacher and with the teacher's approval.
- during other school sponsored and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.)
- when their use is otherwise prohibited by school personnel

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of personal electronic devices as appropriate to campus needs.

High school students may use cellular phones and other personal electronic devices before and after school and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Additionally, no student may use a cellular phone or personal electronic device in a manner, or at a time, that interferes with or is disruptive of other students' instructional time.

During school and school sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other personal electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or personal electronic device that has been confiscated by the District and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or personal electronic device may be returned directly to the student.

The District assumes no responsibility for loss or damage to personal property of students, including cell phones and other personal electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

### **Prohibited Conduct**

Possession of a cellular telephone, or other personal electronic device, by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

- Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
- Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.
- Using a camera in a restroom, dressing room, or locker room, or taking a photo of any person without permission.
- Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
- Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

### **Searches**

The contents of a cellular phone, camera, or other personal electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated.