

Grant Elementary School Privately Owned 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 these guidelines in conjunction with board policy PS417.2 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 these guidelines, "Privately Owned Electronic Device" means any device that is used for audio, video, text communication, or any other type of computer or computer-like instrument that is not owned and issued by the school, including but not limited to:

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

For the purpose of these guidelines, "school day" means from the time the student becomes a student including the time at the bus stop, on school grounds, and on school sponsored activities and field trips.

Possession and Use of Privately Owned Electronic Devices

Students may possess and use watches that can be used to tell time, but not smartwatches or communication devices. All smartwatches will be treated as a privately owned electronic device and will be subject to the policies for these devices. Students may possess and use electronic devices at school subject to the following guidelines:

- Use of privately owned electronic devices during the school day, (including pass-time between classes, at recess, breakfast, and lunch-time) is prohibited. Devices (including cellphones and smartwatches) must be completely powered down, turned off. Devices can be stored in backpacks or checked in with teachers until the end of the day.
- Students may not carry or possess privately owned electronic devices at school or school-sponsored activities held at the school.
- The Acceptable Use Policy will remain in effect during the school day.
- School sponsored field trips are considered a part of the school learning day. As such, smartwatches and cell phones should remain at the school.

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 these guidelines, his/her privately owned electronic device may be confiscated. When an employee confiscates a device, 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 these guidelines may, at any time at the discretion of the administrator, be prohibited from possession of an electronic device at school or school-related events. All violations will be documented.
- **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 his/her 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 before the office closes for the day or when the office reopens the following day. 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 before the office closes for the day or when the office reopens the following day. Students will not be allowed to have a personal electronic device at school for the remainder of the year. All before and after school pick up and drop off arrangements with parents need to be made prior to school. If a parent needs to be contacted, an office phone is available. In addition, the student may receive further consequences.

Security of devices

Students shall be personally and solely responsible for the security of electronic devices brought to school. **The school will 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). School authorities will not investigate the loss or theft of devices.

Reporting

Individuals wishing to report a violation of these guidelines should contact a school administrator.

Prohibitions on camera or audio recording

Cell phones, cameras, and any device which can compromise personal privacy are prohibited, such as in a locker room and/or bathroom. The violation of one's privacy in such a manner will result in school and/or district consequences, including a 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, such as health-related reasons as documented in an official health care plan, 504, or IEP

Phone Calls

Students or parents should not use personal devices for any reason during school hours to communicate. If students need to reach home, the school has phones in each classroom to call home. The teacher, secretary, or student will call home as needed. If a parent needs to get a message to student during the school day, they may call the school and the office will deliver the message to the student.