

### **Student Use of Privately Owned Electronic Devices at School Procedure**

1. Students are prohibited from using privately owned electronic devices, including but not limited to cell phones, smartphones, tablets and electronic games during classes and school activities, including study halls, field trips and co-curricular/extra-curricular activities.
  - a. During classes and school activities, all such electronic devices must be turned off.
  - b. The only exception to this rule is when a teacher specifically authorizes students to use privately owned electronic devices for a specific purpose (such as entering an assignment in a device).
  - c. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.
2. Students may use privately owned electronic devices between class periods and during lunch periods. Care must be taken to use such devices in a manner that does not interrupt the activities of others.
3. Students may use privately owned electronic devices while traveling for school activities to the extent allowed by bus drivers or employees chaperoning trips.
4. The use of cameras or the camera/video/sound recording functions on any electronic device is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission before photographing, taking videos or recording any individual. Students are also required to obtain prior permission before posting any photos, videos or sound recordings of individuals taken at school or during school activities on social media or elsewhere.
5. Any use of privately owned electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal is prohibited.
6. Students' privately owned electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct and that the device may contain relevant evidence. School administrators may confiscate such devices for as long as necessary

to complete their investigation.

7. Students violating these rules will be subject to discipline, which may include:
  - a. Exclusion of the electronic device from school; and/or
  - b. Sanctions ranging from detention to expulsion from school, depending upon the nature of the offense and the student's disciplinary record.
  - c. School staff, students and parents will be informed of this policy on an annual basis through handbooks and/or other means selected by school administrators.

Cross Reference: JFCK- Student Use of Privately Owned Electronic Devices at School  
IJNDB-Student Digital Device and Internet Use  
IJNDB-R- Student Digital Device and Internet Use Procedure  
JIH – Questioning and Searches of Students  
JIC – System-Wide Student Code of Conduct  
JICIA – Weapons, Violence and School Safety  
JICK – Bullying

Adopted: February 7, 2019