

03-114—Electronic Devices on Campus

A. Definitions:

1. Electronic Device means a mobile phone, PDA, MP3 or other music player, any portable computer, or any other device that holds digital information;

B. Prohibitions:

1. Electronic devices may not be used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and invitees, consistent with R277-609 and R277-613, or violate local, state, or federal laws; and

2. LEA employees and invitees may not use electronic devices to access inappropriate matter on the Internet and World Wide Web while using LEA equipment, services or connectivity whether on school property or while using school-owned or issued devices;

3. Use of electronic devices during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions;

C. Administration shall adopt procedures that:

1. Protect the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications (including instant messaging);

2. Prohibit unauthorized access, including hacking and other unlawful activities by LEA electronic device users; and

3. Prohibit unauthorized disclosure, use and dissemination of personal student information under the Family Educational Rights and Privacy Act, 34 CFR, Part 99.

D. Administration shall include the following information in a handbook for parents and students:

1. provisions that inform students that there may be administrative and criminal penalties for misuse of electronic devices and that local law enforcement officers may be notified if school employees believe that a student has misused an electronic device in violation of the law;

2. provisions that inform students that violation of LEA acceptable use policies may result in confiscation of LEA-owned devices which may result in missed assignments, inability to participate in required assessments and possible loss of credit or academic grade consequences;

3. provisions that inform students that they are personally responsible for devices assigned or provided to them by the LEA, both for loss or damage of devices and use of devices consistent with LEA directives;

4. provisions that inform students and parents that use of electronic devices in violation of LEA or teacher instructional policies may result in the confiscation of personal devices for a designated period; and

5. provisions that inform students that use of privately-owned electronic devices to bully or harass other students or employees and result in disruption at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.

E. Administration shall include the following in a handbook for employees:

1. notice that use of electronic devices to access inappropriate or pornographic images on school premises is illegal, may have both criminal and employment consequences, and where appropriate, shall be reported to law enforcement;
2. notice that employees are responsible for LEA-issued devices at all times and misuse of devices may have employment consequences, regardless of the user; and
3. notice that employees may use privately-owned electronic devices on school premises or at school sponsored activities when the employee has supervisory duties only as directed by the employing LEA.