

***Use of Electronic Devices***

**Students**

The Board of Education recognizes and respects that parents want to communicate with their children going to and from school for safety reasons. Therefore, students are permitted to bring personal electronic devices to school; however, once a student enters the school building, such devices must be turned off and kept out of sight during the hours of the student instructional day. In addition, all headphones and earbuds must be stored and kept out of sight. If such device, headphones or earbuds are seen or used during the student instructional day, except under the limited circumstances set forth in this policy, the following are the consequences:

- First offense - the device (defined to include headphones and/or earbuds) will be confiscated until the parent/guardian (“parent”) comes to school to pick it up. The parent must also sign a document acknowledging that if there is a second offense the device will be confiscated until the end of the quarter and if there is a third offense, the device will be confiscated until the end of the school year.
- Second offense - the device will be confiscated until the end of quarter.
- Third offense - the device will be confiscated until the end of the school year.

If a student refuses to turn over the device, headphones and/or earbuds to the teacher or administrator, there will be disciplinary consequences in accordance with the District Code of Conduct.

For purpose of this policy, personal electronic devices may include but are not limited to:

- Existing and emerging mobile communication systems and smart technologies (e.g., cellular phones, iPhones, Smartphones, Internet enabled phones);
- Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs etc.)
- Handheld entertainment systems (MP3 players, iPods, ear buds, etc.)
- Current or emerging wireless technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing etc.
- Accessories such as headphones and earbuds.

The Board of Education prohibits the use of electronic devices that may distract from or disrupt the educational process and/or that may be used as weapons (including but not limited to laser pointers, light pointers. The Board of Education also prohibits audiotaping, videotaping or photographing on school property, except with permission of a staff member or for the purpose of photographing or videotaping public events (e.g., athletic events, plays, concerts, awards ceremonies). A student who violates this paragraph will be subject to discipline in accordance with law and the District Code of Conduct.

### **Examinations**

In order to ensure examination security, except as specifically required by law, , the possession and/or use of any such electronic devices is prohibited during any test, examination, quiz etc. In addition to being subject to discipline and confiscation of the device, a student determined to have cheated on a quiz, test or examination through the use of an electronic device shall be given a grade of zero in that quiz, test or examination.

Students may not possess any electronic communication device or technology during Regents Examinations either in the room where the test is administered or while on a supervised break and until the examination has been completed, handed in and the student has left the examination room. If a student is observed with any such device or related technology while taking a State examination, the student will be allowed to complete the examination. The incident shall be reported to the Building Principal. If the Building Principal determines that the student had a prohibited device in his/her possession during the examination, the test will be invalidated and no score will be calculated for the student.<sup>1</sup> The incident must also be reported, in writing, to the New York State Education Department, Office of State Assessment.

### **Employees**

Employees must keep electronic devices turned off during student instructional time. Failure to do so may subject the employee to discipline in accordance with law and any applicable collectively negotiated agreement.

### **Emergencies**

During health and safety emergencies, such as fire drills, bomb threats and evacuations, no electronic devices may be used by students, staff or any third party, for the safety of students and staff, unless express permission is given by the Building Administration or staff member in charge.

### **Privacy**

Personal electronic devices shall not be used in any way that threatens, humiliates, harasses or intimidates students, staff or visitors, or otherwise violates District policies and regulations or state or federal laws. Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexually explicit nature on their personal electronic devices while on school premises, at school-sponsored activities or on school transportation, or from off-campus and which are received at school or school activities.

The Board of Education prohibits any form of photography, tape recording or video recording of any individual on school property, in school facilities or at school-sponsored activities without that individual's knowledge, as well as the dissemination of any photograph or recording without

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<sup>1</sup> *Section 225 of the Education Law makes fraud in examinations, such as obtaining aid from or giving aid to another person during a Regents Examination, a misdemeanor.*

the individual's permission. In no event shall any individual photograph or record in a zone where an individual has a reasonable expectation of privacy, including but not limited to locker rooms, bathrooms, and Nurse's office. A student who violates this policy shall be subject to discipline in accordance with law and the District Code of Conduct. An employee who violates this policy shall be subject to discipline in accordance with law and any applicable collectively negotiated agreement. Law enforcement authorities will be contacted in an appropriate case.

**Enforcement**

It shall be the responsibility of District staff members (including but not limited to administrators, teachers, teaching assistants, teacher aides and security guards) to strictly enforce the provisions of this policy and to report violations to the building administration.

**Responsibility**

The decision to bring electronic devices to school or school sponsored events rests with the individual student and his/her parents/guardians or the individual employee, respectively, and therefore the responsibility for such devices rests solely with the individual student or employee. The School District discourages bringing electronic devices to school. The School District assumes no responsibility or liability whatsoever for investigating, repairing or replacing an electronic device in the event that an electronic device is damaged, misplaced or stolen during the school day, when on school property or when in attendance at a school sponsored event, whether on or off of school property. The School District further assumes to responsibility or liability for any claims, losses, damages, suits, expenses or costs (including but not limited to communication bills, data usage bills) of any kind arising out of or related to the use or possession of a personal electronic device.