

Policy Guide

Policy No. 237Section PUPILSTitle ELECTRONIC DEVICESAdopted MARCH 15, 2016Last Revised JANUARY 17, 2023

	POLICY NO. 237 ELECTRONIC DEVICES	
Section 1	<p><u>Purpose</u></p> <p>The Keystone Oaks School District supports and encourages the use of technology to aid in education and operational processes of the District. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.</p> <p>The Board also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both District owned and student owned electronic devices.</p> <p>The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees.</p> <p>Electronic devices shall include all devices that can take photographs; record, play, or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.</p>	

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Section 2

Authority

In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the building administrator, who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the District, to bring such a device to school.

The District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The District reserves the right to restrict student use of District-owned and student-owned electronic devices on school property or at school-sponsored events. Except to the extent expressly authorized by this policy, the Board prohibits the use of cell phones by students during the school day in district buildings; on district property; and during the time students are under the supervision of the District.

The District reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying, or reviewing a district or student owned device or file(s) contained on a district or student-owned device when administration has a reasonable suspicion that a violation of District policy or applicable law has occurred, and the student and the student's person in parental relation agrees that the District shall have such rights and there is no expectation of privacy that would restrict the District's exercise of such rights.

SC 510

Section 3

Delegation of Responsibility

The Superintendent or designee shall annually notify students, person(s) in parental relation and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</p> <p>District’s website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.</p> <p>All District students and person(s) in parental relation shall review this policy and associated technology procedures before students use any school and/or personally owned devices. The student and a person in parental relation shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.</p> <p><u>Guidelines</u></p> <ol style="list-style-type: none"> 1. Violations of this policy by a student shall result in disciplinary action, including but not limited to confiscation of the device, banning of the student from using the personal electronic device in school or criminal prosecution if applicable. <p style="padding-left: 40px;">The confiscated item shall not be returned until a conference has been held with a person in parental relation and a building administrator.</p> <ol style="list-style-type: none"> 2. The administrators retain full oversight in their buildings regarding appropriate, necessary, and/or permissible use of electronic devices 3. Cell phones are to be turned off during school hours. 4. All related School Board policies shall continue to apply in full force. 5. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring their electronic device to school. If a student exercises the option to bring their electronic device to school, the student and the student’s person(s) in parental relation understand that there is a limited expectation of privacy with regard to the student owned device and its content while on school premises. When in school, students using their own devices must be logged-in using their assigned district Google credentials. 	<p>Pol. 218, 226, 233</p>
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6. Appropriate use of electronic devices including headphones, both wired and wireless, other than cell phones, shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.
7. Reasonable use of electronic devices is permitted on district buses and other district transportation vehicles, provided that the use of said device does not disrupt or distract other students, passengers or the operator of the vehicle and does not pose a risk to the safe and orderly operation of the vehicle.
8. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of others is a violation of the Code of Conduct. Use of an electronic device to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate confiscation by District staff, building principal and/or building security.
9. The use of ANY electronic devices in restrooms, locker rooms, health suites or changing areas is strictly prohibited.
10. The use of an electronic device to take, store, disseminate, transfer, view or share any obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is strictly prohibited. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal

Pol. 103, 218, 256

18 PA. C.S.A. 5903

	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</p> <p>law enforcement agencies</p> <p>11. The District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.</p> <p>12. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of District computers, District computing equipment will be given first priority.</p> <p>13. Students shall not use electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.</p> <p>14. Many electronic devices contain camera or motion picture recording technology – electronic devices are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.</p> <p>15. The use of student-owned electronic devices is forbidden during assemblies and detention.</p> <p>16. During fire or other emergency drills or during actual emergencies students should not make phone calls unless absolutely necessary. If a student needs to reach someone, text or email messages are permitted.</p> <p>17. If a person in parental relation needs to contact their student, they must do so by contacting the building secretary.</p>	
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Exceptions

In addition to the types of use expressly permitted by this policy, the building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.
3. Other reasons determined appropriate by the building administrator.

Pol. 103.1, 113

The building administrator may also grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator.

Previously Revised: September 20, 2022

References:

School Code – 24 P.S. Sec. 510

Title 18 Crimes and Offenses – 18 Pa. C.S.A. Sec. 5903.

Board Policy – 103.1, 113, 218, 226, 233, 256