

LYON COUNTY SCHOOL DISTRICT

BOARD POLICY

EDBB

USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES BY STUDENTS AND EMPLOYEES

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students and staff may possess ~~electronic devices~~, including but not limited to cell ~~phones~~ ~~ular phones~~, ~~digital picture~~ video cameras and/or camera phones, ~~smart watches~~ ~~iPods~~, iPads, ~~MP3 players~~, tablets and other personal electronic devices capable of transmitting data and/or images.

The Lyon County School District believes that the responsible use of existing and emerging technologies, such as those listed can be beneficial to the instructional environment and the safety of all students. Students and staff who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community, as well as comply with any rules or directives regarding possession and/or use on school property as communicated by the Superintendent or their designee.

STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

It is expected that students will show respect for the educational environment by not disrupting instructional time with use of cellphones or other electronic devices.

1. Cellular phones and other electronic devices shall be turned off and kept out of sight during instructional time unless approval has been granted by the site administrator and teacher for use as a learning tool during class time. ~~Should a student choose to use their device as a learning tool in the classroom, written permission from parents/legal guardians must be obtained in order to avoid possible overages on personal data plans.~~ For grades K-8, instructional time is defined as the start of school until school dismissal. For grades 9–12, instructional time is defined as time in a classroom or class period.
2. Students shall not use any electronic device that disrupts or detracts from the educational environment.
3. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, Media centers, during assessments, or during fine arts or other performances.
4. Students will not be allowed to leave class in response to any electronic devices.
5. Cellular phones and other electronic devices may be used appropriately and respectfully before and after classes, in common areas—such as near lockers or the cafeteria—or outside on school grounds.
6. With prior approval of the site administrator or their designee, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives. Should student electronic devices be used on a regular basis in the classroom, written permission from parents/legal guardians must be obtained due to the expense such use may cause. This

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approval does not apply to the use of District-owned electronic devices purchased and maintained by District Information Technology or Special Services staff.

~~7. Students may not utilize the District's wireless network infrastructure with their personal electronic device unless authorized by the Site Administrator and/or the District's IT Department.~~

~~7~~8. In the case of medical necessity, ~~or~~ emergency or as written in an IEP or 504, a student shall be permitted to possess or use a cellphone, or other personal electronic device provided the student receives advanced authorization from the site administrator or their designee.

~~8~~9. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.

~~9~~10. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms, restrooms or any other areas in which a reasonable person would have an expectation of privacy.

~~10~~11. Students shall not use cellular phones or other electronic devices in any way that would suggest cheating, plagiarism, copyright infringement, or any other dishonorable or prohibited conduct.

SAFE AND RESPECTFUL LEARNING ENVIRONMENT

A student who uses their cellular telephone or other electronic device in order to engage in bullying, cyber-bullying, or intimidation ~~or harassment~~ will be disciplined in accordance with District Policy JFCC (Safe & Respectful Learning Environment) and applicable state/federal law, rather than under this policy.

DISCIPLINARY ACTION

First Infraction: An employee shall direct the student to turn off the device, put it away, and comply with any other reasonable requests.

Second Infraction: The second infraction shall result in the confiscation of the device by the teacher and returned to the student at the end of the period. ~~(which is to be turned in to school administration)~~ The teacher will log the incident and notification of a the parent or legal guardian, detention, and a warning that the next infraction will result in further disciplinary action which may include suspension.

Third Infraction: The third infraction shall result in the confiscation of the device and the device will be sent to the office. The device may be picked up at the end of the day by the student. The teacher will log the incident and ~~(which is to be turned in to school administration)~~ notification the of a

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parent or legal guardian, and possible suspension as outlined by school administration.

Fourth Infraction: The device will be confiscated and sent to the office. The teacher will log the infraction and administration will notify the parent or legal guardian. The device can only be picked up by a parent or legal guardian.

Subsequent Infractions: Any further infractions will result in the device being confiscated and held in the office until a parent or legal guardian attends a conference to determine the next steps and possible restorative discipline.

These consequences apply to the infractions per student and NOT infractions per device. Lyon County School District is not responsible for the theft, damage, or loss of a device.

Repeated or Severe Infraction: Further suspension as outlined by school administration with a mandatory parent/legal guardian conference before reinstatement back into school.

Some possible exceptions to the cellphone limitation while at school may include: teacher permission, in the event of an emergency, to help manage student's health needs, and as required in a student's IEP or 504 plan. All exceptions are required to be approved by school administration.

STAFF USE OF CELLULAR TELEPHONES, PAGERS AND OTHER ELECTRONIC DEVICES

As communication devices such as cellular phones become more prevalent, teachers and other school staff increasingly rely on such devices as an efficient mode of communication with students, fellow employees, and parents/legal guardians. Because such use can lead to inappropriate contact with students and can threaten an educator's professional reputation, the District strongly discourages texting or electronic communication to contact students. However, the District recognizes that cell phone texting or electronic communication can serve as a useful communication tool in certain limited circumstances. This policy is designed to provide guidance as to when texting or electronic communication is permitted between students and school district staff, and what types of communication are appropriate.

Use of cellphones and other electronic devices by staff should be limited to enhance the learning environment of students. Staff should strive to lead by example. Inappropriate or excessive use of cellphones and electronic devices by staff will not be allowed. Cellphone use during academic time should be carefully considered and only as necessary. See LCSD Policy GBBN: Phones and Other Communication Devices.

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APPROPRIATE CELLPHONE USES WITH STUDENTS

- A school district employee must receive written permission from students and parents/legal guardians if a student is under the age of 18 to use cell phone texting/electronic communication prior to the use of such technologies, and must specify how and when he or she plans to use texting/electronic communication. If a student or parent refuses to accept text messages/electronic communication from an employee, the school district employee must use an alternative means of communication without any penalty to the student involved.
- A district employee may maintain a private address book with student cell phone numbers, email addresses, hashtags, etc. However, the employee must protect student privacy rights and ensure that the numbers are not available to unauthorized individuals under any circumstances.
- The content of all text messages/electronic communication must directly involve a school-related subject matter. Text messages/electronic communication to a single student must never occur. Whenever communicating with students, mass or bulk messaging must be used. If it is necessary to communicate with only one student, the employee must include the student's parent/legal guardian in the message. Cellphone texting/electronic communication should never be used to conduct a personal conversation with a student.
- If an employee receives an inappropriate text message response from a student, it is the responsibility of that employee to contact the student's parent/legal guardian and school administration immediately to address the behavior.
- An employee must use text messaging/electronic communication sparingly. A student may incur charges from his or her cellular phone service provider for use of text messaging/electronic communication. Frequent text messaging may be considered a violation of District Policy JFCC and/or other state and federal laws.

INAPPROPRIATE CELLPHONE USES WITH STUDENTS

The school district prohibits all communication with students and staff members via texting or other means that may negatively impact the school district's reputation, the reputation of its employees, or its educational interests, or that may negatively impact its students or the school community at large. Such activity, even if engaged in on an employee's own time, may result in discipline up to and including termination of employment. Such behavior may also be reported to the appropriate law enforcement agencies and may likewise result in suspension or revocation of an employee's teaching license. The following types of text messages are therefore strictly prohibited:

- Messages/communication directed to a student or staff member that are sexual in nature, or that solicit or encourage an inappropriate personal relationship with a student or staff member.
- Messages/communication that contain inappropriate images, language, gestures or signs such as racial slurs, or biased, lewd or lascivious expressions.

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- Language or images that disparages a student or staff member on the basis of race, ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
- Messages/communications that are used to harass, bully, cyber-bully or intimidate a student or staff member or that encourage others to harass, bully, cyber-bully or intimidate another student or staff member.
- Language or images that encourages students or staff to act inappropriately or that provokes altercations between students.
- Language or images that would be considered inappropriate to the educational interests of a student, negatively impact the school community at large, and/or be otherwise offensive to an objective reasonable person.

Ref: Policy GBB (Fair Employment Practices), Policy GBBC (Employee Bullying), Policy JFCC (Safe & Respectful Learning Environment), [Policy GBBPA Social Media](#), [Policy GBBN Phones and Other Communication Devices](#)

Policy #EDBB

Revised ~~11/19/24~~ 10/22/13

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USE OF CELLPHONES AND OTHER ELECTRONIC DEVICES BY STUDENTS AND EMPLOYEES - ADMINISTRATIVE REGULATIONS

Lyon County School District Cellphone Agreement

All Lyon County School District students should complete and return a cellphone agreement in order to have a cellphone or other non-school issued electronic device at school. Policy EDBB applies to all students with or without agreements on file and applies to all non-school issued electronic devices, including ear buds.

Cellphones and other electronic devices shall be turned off and kept out of sight during instructional time unless approval has been granted by the site administrator and teacher for use as a learning tool during class time. For grades K-8, instructional time is defined as the start of school until school dismissal. For grades 9–12, instructional time is defined as time in a classroom or class period.

Students cannot use cellphones/devices to photograph or videotape other students or staff on school property (including buses).

Consequences of violation of school cellphone policy:

First Infraction: An employee shall direct the student to turn off the device, put it away, and comply with any other reasonable requests.

Second Infraction: The second infraction shall result in the confiscation of the device by the teacher and returned to the student at the end of the period. The teacher will log the incident and notify the parent or legal guardian.

Third Infraction: The third infraction shall result in the confiscation of the device and the device will be sent to the office. The device may be picked up at the end of the day by the student. The teacher will log the incident and notify the parent or legal guardian.

Fourth Infraction: The device will be confiscated and sent to the office. The teacher will log the infraction and administration will notify the parent or legal guardian. The device can only be picked up by a parent or legal guardian.

Subsequent Infractions: Any further infractions will result in the device being confiscated and held in the office until a parent or legal guardian attends a conference to determine the next steps and possible discipline.

These consequences apply to the infractions per student and NOT infractions per device. Lyon County School District is not responsible for the theft, damage, or loss of a device pursuant to Board Policy EDBB. Policy EDBB applies to everyone regardless of a signed agreement.

Some possible exceptions to the cellphone limitation while at school may include teacher permission, in

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the event of an emergency, to help manage student's health needs, and as required in a student's IEP or 504 plan. All exceptions are required to be approved by school administration.

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Please sign and return this form to your student's school.

I read and agree to comply with the terms of the cellphone policy. I understand that violations of this policy will result in the consequences outlined in Policy EDBB.

Print Student Name _____

Student signature _____ Date _____

Parent signature _____ Date _____