

USE OF ~~CELLPHONES 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 including but not limited to cellphones video cameras and/or camera phones, ~~smart watches~~ ~~smartwatches~~, iPads, 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 ~~CELLPHONES 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. 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.~~

~~2. Students shall not use any electronic device that disrupts or detracts from the educational environment.~~

~~3. Use of cellphones 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 unless permission is granted by their teacher.~~

~~5. Cellphones 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. 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 approval does not apply to the use of District-owned electronic devices purchased and maintained by District Information Technology or Special Services staff.~~

7. In the case of medical necessity, 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. 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. Use of cellphones 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. Students shall not use cellphones or other electronic devices in any way that would suggest cheating, plagiarism, copyright infringement, or any other dishonorable or prohibited conduct.

Definitions

1. For purposes of this regulation:
 - a) An “internet-enabled electronic device” is an electronic device capable of connecting to the internet and enabling the user to access content on the internet.
 - b) A “non-internet-enabled electronic device” is an electronic device that is not capable of connecting to the Internet or enabling the user to access content on the internet.
 - c) A “school day” means the entirety of an instructional day during all instructional and non-instructional time, including but not limited to homeroom periods, lunch, recess, and study halls.
 - d) “School property” means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property of a school.
 - e) “Parent” means a student’s parent(s) or guardian(s) or person(s) in any parental or custodial relationship to the student, or any individual designated by the parent to act in loco parentis.
2. Electronic devices include: 1) cellphones, smartphones, smartwatches, and other similar communication devices (“communication devices”); 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music, entertainment systems, and listening devices (such as MP3 players and game consoles and airPods).

Policy

1. Students shall not use personal internet-enabled electronic devices during the school day.
2. Students may be permitted to use internet-enabled electronic devices that are school-provided during the school day except as set forth in (6) - (8) below.
3. Students may be permitted to use non-internet enabled electronic devices during the school day except as set forth in (6) - (8) below.
4. 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.
5. Students shall not use electronic devices in any way that would suggest cheating, plagiarism, copyright infringement, or any other dishonorable or prohibited conduct.
6. Electronic devices may not be used during the administration of any school quiz, test or examination unless such use has been explicitly authorized by the school or is contained in an Individualized Education Program ("IEP") or Section 504 Accommodation Plan ("504 Plan").
7. Electronic devices may not be turned on or used during school fire drills or other emergency preparedness exercises.
8. Electronic devices may not be used in locker rooms or bathrooms, or any other areas in which a reasonable person would have an expectation of privacy.

This policy shall be implemented one month after its adoption, and subsequently by August 31st of every year, each school must certify that it has adopted this policy regarding the use of electronic devices on school property, and that it has communicated such policy to students, parents and staff as set forth in this Board Policy.

Policy Exceptions

1. Schools must authorize student use of personal internet-enabled electronic devices on school property during the school day under the following circumstances::
 - a) Where necessary to monitor a medical condition and to notify the user of necessary action to be taken, for the management of a student's healthcare, as documented by the student's medical provider and subject to review by the District Nurse;
 - b) On a case-by-case basis, after review and determination by a school psychologist, school social worker, or school counselor, for a student caregiver who is routinely responsible for the care and wellbeing of a family member; and
 - c) During an emergency or crisis as determined by the Superintendent, or where required by law.
2. Schools may authorize student use of personal internet-enabled electronic devices on school property during the school day under the following circumstances:
 - a) In the event of an individual student emergency, where the parent has notified the principal/designee of the specific nature of the emergency.
 - b) For translation and interpretation services if other means of translation or interpretation are not available.
3. Students must be permitted to use personal internet-enabled electronic devices where such use is contained in an IEP or in a 504 plan, for (i) medical purpose; or (ii) an educational purpose, but the school has not yet secured a District-issued device for such purpose.

Storage of Electronic Devices

When a student brings a personal internet-enabled electronic device to school, such device must be turned off and stored during the school day in a manner determined by the school. Schools must provide at least one method for storage of devices, which may include, but are not limited to, school electronic device storage lockers, or other storage lockers. Schools must also provide a method for students to access their stored devices during the school day when necessary.

SAFE AND RESPECTFUL LEARNING ENVIRONMENT

A student who uses their ~~cellphone or other~~ electronic device in order to engage in bullying, cyber-bullying, or intimidation 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.

- a) *Before, During, After School Detention, or In-school-Suspension (1 day)*
- b) *Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

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.

- a) *APEP (2 days)*
- b) *Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

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.

- a) *APEP (5 days)*
- b) *Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

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.

- a) *APEP (10 days)*
- b) *Keep phone 5 days*
- c) *Upon a student's completion of APEP Admin must conduct a parent conference to facilitate a behavioral intervention.*

Subsequent Fifth 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.

- a) *Long-Term Suspension Recommendation hearing.*
- b) *Assign 10 days OSS pending hearing results.*
- c) *Phone will be returned after hearing.*

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.

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.

STAFF USE OF ~~CELLPHONES AND OTHER~~ ELECTRONIC DEVICES

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~~ Electronic device use during academic time should be carefully considered and only as necessary and appropriate. See LCSD Policy GBBN: Phones and Other Communication Devices.

APPROPRIATE ~~CELLPHONE~~ ELECTRONIC DEVICE USE WITH STUDENTS

- The content of all text messages/electronic communication must directly involve a school-related subject matter. Text messages to a single student must never occur. District email communication regarding school related subject matter to a single student is allowable when applicable. 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~~ Electronic device texting/~~electronic~~ communication should never be used to conduct a personal conversation with a student.
- If an employee receives an inappropriate text message 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.

INAPPROPRIATE ~~CELLPHONE~~ ELECTRONIC DEVICE USE 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.
- 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 bully, cyber-bully or intimidate a student or staff member or that encourage others to 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

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

Lyon County School District Student ~~Cellphone~~ Electronic Device Agreement

All Lyon County School District students should complete and return an ~~an cellphone~~ electronic device agreement in order to have a ~~cellphone or other non-school issued~~ personal 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 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).~~

Students shall not use personal internet-enabled electronic devices during the school day.

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.

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

Consequences of violation of school ~~cellphone~~ electronic device policy:

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

- a) Before, During, After School Detention, or In-school-Suspension (1 day)*
- b) Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

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.~~

- a) APEP (2 days)*
- b) Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

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.

- a) APEP (5 days)
- b) Parent/Person on the contact list is contacted to come to the school to retrieve the device.

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.

- a) APEP (10 days)
- b) Keep phone 5 days
- c) Upon a student's completion of APEP Admin must conduct a parent conference to facilitate a behavioral intervention.

Subsequent Fifth 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.

- a) Long-Term Suspension Recommendation hearing.
- b) Assign 10 days OSS pending hearing results.
- c) Phone will be returned after hearing.

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 electronic device limitation while at school may include teacher permission, in the event of an emergency or crisis, to help manage student's health needs, and as required in a student's IEP or 504 plan, or where required by law. 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 electronic device 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 _____