

ELECTRONIC DEVICE POLICY

** This Includes toys and/or other non-essentials **

INTRODUCTION

This policy pertains to all electronic devices such as cell phones, smart watches, MP3 players, gaming devices, IPODs, other portable music players, laser pointers, spinners, and any non-essentials that can be placed in this category at the discretion of school administration.

Electronic devices that can be used for instruction (laptops, tablets, e-readers) are allowed only when students have returned an approved permission form for the "bring your own device" initiative (see page 33 for information). If students choose not to participate in the BYOD initiative, these devices are not allowed.

THE POLICY: OFF & AWAY

- When students enter the building at 7am, unapproved devices should be **POWERED OFF** (*not silent mode*) and **PUT AWAY** completely out of sight (pocket, bag, etc.).
- After morning release (7:22am), all unapproved items must be stored the locker until afternoon dismissal. Devices may not be accessed during locker breaks.
- Ringing/vibrating in the locker is a violation. The device must be powered off.
- During afternoon dismissal, students should wait until they exit the building before using their devices.
- This policy shall applies to ESS programs, detentions, and any other point in time where students are receiving instruction or are under the supervision of a faculty member for the an academic-related endeavor.

- a) download or play games on workstations unless assigned by the teacher.
- b) change settings or boot files (for example: screensavers, wallpaper, colors, backgrounds, voice command, WINDOWS, etc.).
- c) modify any workstation, desktop, components of a workstation, server, printer, mouse, network connections, hubs, etc.
- d) access, destroy, or alter another person's data.
- e) install programs from home or school, download programs, music, or files from the Internet onto a hard drive or server without permission from a supervisor.
- f) be in the technology education lab without adult supervision.

5. Student access to the Internet is available only under direct supervision of a teacher or instructional assistant. Internet use should be directly related to educational research. Inappropriate use includes accessing any sites **not explicitly designated for use at that time of instruction by the teacher**. Students are not to download executable files, graphics, games, audio/video files without permission. Misuse of the Internet will result in consequences as outlined below.
6. No unauthorized printing.

Due to rapid advances in technology, new policies and procedures may be added at any time during the school year as deemed necessary by administration.

CONSEQUENCES OF INAPPROPRIATE USE:

Ultimately, inappropriate use is determined by school personnel. Consequences for violating this policy may result in the following actions (depending on severity and frequency):

- Removal of Internet privileges and use of school technology for a period of time.
- Alternate assignment
- Other major consequences may include detention, ISS, ASP, suspension, expulsion, etc

- All other after-school activities are at the discretion of the coach/sponsor.

VIOLATION OF ELECTRONIC DEVICE POLICY (CELL PHONE POLICY)

If this policy is violated (that includes someone else using the device), the item will be taken from the student and turned in to an administrator. The following consequences will take place for having any unauthorized electronic device:

1st offense:

Warning and confiscation of item. A parent/guardian may pick up the item in **1 school day**.

2nd offense:

Student serves 1 day of ISS and a parent/guardian may pick up the item in **1 week**.

3rd offense:

Student serves 2 days of ISS and a parent/guardian may pick up the item in **2 weeks**.

4th offense:

Student serves 3 days of ISS and a parent/guardian may pick up the item in **1 month**.

5th offense:

Student serves 5 days of ISS and the device will be returned at the **end of the school year**.

RELAYING MESSAGES TO YOUR CHILD:

If you need to get a message to your child at school, please call the office at 270-467-7510. Our office staff will relay the message to your child.

Please do not rely on texting your students' devices to relay important transportation changes. Students will not be able to access their devices in time to make changes to transportation after school. Please do not rely on e-mail for same-day transportation changes; network outages could interfere with communication.

COMPUTER USAGE POLICY

When used properly, technology is a wonderful asset for learning! However, technology (most notably the Internet) can also be used for inappropriate purposes and compete with learning.

The computer usage policy applies to all computers and related electronic devices. This policy aims to ensure appropriate use and preserve the life of the equipment. Therefore, students are asked to abide by the following rules when using our electronic resource equipment:

APPROPRIATE USE:

1. First and foremost, students must take care of the technology in their possession. Upon discovery, students should **immediately report damage or irregularities** of hardware or software to the supervising teacher. Immediate reporting helps prevent liability on the part of the innocent student and prevents further damage to the device. (Repair or replacement expenses will be billed to the student liable for the damage.)
2. Students must **only use his/her own USER ID and password** to log onto his/her assigned account. Electronic work is personal property and is the responsibility of the student. Students are not to use anyone else's USER ID and/or password; it is considered possession of another person's private and personally identifying information.
3. Students should only use WCPS technology as directed by the teacher for the purpose of that day's specific learning task.
4. Students should not

This initiative is optional!

If interested in participating, please fill out the permission form on this page and students should return it to their 5th period teacher.

Please keep the policy on the first page for your information!

As the parent/guardian of _____ (print student's name), I give consent for my child to bring **approved** personal technological items to school to assist with instruction in the classroom. With this consent, I acknowledge that I have read and understand the "Bring Your Own Device" policy and recognize that with this freedom also comes increased student responsibility. I also understand that the world of technology is ever-changing, so modifications to the policy may be necessary.

By signing below, I understand this policy and agree to abide by it.

Student Signature

Date

Parent/Guardian Signature

Date

You may keep the copy of the policy. Please only return this permission form to your 5th period teacher.