



# Cell Phones, Tablets, MP3 Players...

## and other Personal Electronic Devices

### Use and Possession

#### Student Responsibilities

- Your device must be turned off, out of site or in a holster throughout the school day unless your teacher specifically tells you that use is permitted. You may use it before and after school.
- Do not use your device in school restrooms, locker rooms or any room designated for changing clothing.
- School use rules apply when on field trips.
- Devices should not be used to bully or tease, haze or arrange fights, cheat, or for other behavior that is against district policy or school rules.
- Only take pictures or video when you have permission to do so from your teacher or other school adults.
- You are responsible to report to an administrator or teacher if you see someone using their device in a way they are not supposed to use it.
- You are responsible to keep your device safe while at school, on school buses, or on field trips.

#### Parent Responsibilities

- Be aware of school rules regarding use and possession of personal electronic devices.
- Teach your student prudent use and possession of the device. Help your student understand how to properly secure their device by either providing a holster, case or choosing another location to secure the the device when not in use.
- Work with the Principal to establish special use if your family circumstances require it.
- Support your school staff if your student's device is confiscated from them for failure to follow classroom rules, school rules or district policies.
- Know your student's schedule, and understand when they may respond to you.
- Review appropriate use of the device with your student.
- Support your student if they witness inappropriate use in reporting the use to the appropriate school administrator.

#### Teacher Responsibilities

- Be clear on classroom rules regarding when and if personal electronic devices may be used by students in your classroom.
- When use is permitted by you, support students by teaching appropriate use of devices.
- Do not require students to use their personal devices.
- If students report inappropriate use to you, inform the appropriate school administrator.
- Report all inappropriate use witnessed by you to the appropriate school administrator.
- If student behavior necessitates the confiscation of a device, use ordinary and prudent care of the device in your possession and turn in to the school office as soon as is practicable.
- Learn how, when and if electronic devices can assist you in teaching and students in learning.
- Share best practices with your colleagues to improve teaching and learning if you use devices in your classroom.

#### Principal Responsibilities

- Inform Students, Staff, and Parents of Use and Possession rules on an annual basis.
- Work with Parents to establish specific plans for use upon parent request when family circumstances require special accommodations.
- Support classroom teacher choices about use in their classrooms that support teaching and learning.
- Encourage teachers to learn when, how and if use of devices will improve teaching and learning.
- Be consistent in enforcing district policies.
- Encourage the sharing of best practices around use of devices that promote teaching and learning.
- Take appropriate disciplinary measures for students who fail to use devices responsibly.
- Take appropriate disciplinary measures for staff who intentionally or through gross negligence harm student personal devices.