

ELECTRONIC DEVICE POLICY

I. Definitions

1. Electronic devices
 - a. text messaging devices
 - b. cell phones
 - c. smartphones
 - d. hands-free devices (Bluetooth)
2. School or school events
 - a. Only hours that make up the school day, e.g., from 8:00 a.m. until 3:00 p.m., during students' courses or the entire period of the elementary/intermediate school day
 - b. Including school-provided transportation to and from curricular activities and extracurricular activities, including athletic events
 - c. Field trips
 - d. Extended school-sponsored trips or activities
3. Passing Time
 - a. The period designated in secondary schools between classes or to allow students to move between classrooms
4. Recess
 - a. Periods designated in elementary school for exercise or outside activity regardless of whether or not it is designated as instructional time by the school
5. Lunchtime
 - a. The time period designated for lunch may be combined with a noon time recess
6. Parent/legal guardian
 - a. Person(s) who has legal responsibility for the child's education
7. Individualized suspicion
 - a. Information that an individual has violated policy;
 - b. generally required for constitutional search (including personal belongings);
 - c. exceptions are possible when the privacy interests of the search are minimal and
 - d. where other safeguards are available;
 - e. not as exacting in the public school setting as in criminal law.
8. Reasonable suspicion
 - a. Reasonable suspicion need not be based on a single factor but on the totality of the circumstances; aggregate effect of all information available at the time of the search; does not require absolute certainty, but only 'sufficient probability,' the sort of common-sense conclusion about human behavior upon which practical people rely.
9. Medical reasons
 - a. student's illness, with or without a healthcare professional's documentation

- b. student's recurring illness or medical problem(s)
10. Instructional time
- a. hours during the school day designated by the school or school district;
 - b. cumulative hours and days during the school year must equal 990
 - c. instructional hours and 180 instructional days, consistent with R277-419.

II. Use of Electronic Devices.

1. Electronic devices may be used during the school day, during school-sponsored activities, or transportation as follows:
 - a. Students may have electronic devices in their possession during the regular school day.
 - b. The devices must remain out of sight during instructional time AND be turned off OR on a silent mode.
 - c. If students intentionally use or respond to electronic devices during instructional time or any other time prohibited by teachers, the devices may be confiscated.
 - d. Confiscated devices may be retrieved by individuals designated by the school. Students may also be subject to school discipline.
 - e. A school shall, by written policy, establish a warning schedule for student violations that all school employees shall follow. Exceptions may be made for individual students or for specific periods as warranted. School staff shall interpret the prohibited periods with reasonable flexibility.
 - f. Electronic devices must be either turned off or held in a secure place by the teacher, as determined by individual teachers, during class quizzes, tests, and standardized assessments.
 - g. Electronic devices inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion.

2. **Exceptions** to general electronic device policy shall be consistent with school district and school policies but in the judgment and discretion of individual teachers.
 - a. Medical reasons
 - b. School administrators may permit students to possess electronic
 - c. devices for good cause if the devices do not distract from the instructional or education process.
 - d. Parent request
 - i. Parent(s) may request that a student possess an electronic device in active mode at school except during course tests or standardized assessments. Teachers shall grant such requests for good cause.
 - e. Teacher permission
 - i. A teacher may permit a student to have an electronic device in his possession at all times during a regular school day, including during assessments, based on a written §504 plan, an IEP, or legitimate circumstances as determined by the individual teacher.

- f. Emergency
 - i. Students may use electronic devices in situations that threaten the health, safety, or well-being of students (including themselves), school employees, or others.
- g. Parent requests for policy exceptions shall be made in writing to the Dean of Students and Families or their designee.

3. Consequences for Violation of Policy

- a. Students will receive one warning before disciplinary action is taken for conduct violations.
- b. Designated individuals may retrieve their child's electronic device during school hours or by appointment.
- c. Consequences for a student's violation of the electronic device may include but are not limited to:
 - i. loss of electronic device privileges
 - ii. disciplinary letter
 - iii. in-school suspension
 - iv. suspension
 - v. loss of extracurricular or honor privileges or recognition
 - vi. If students are defiant and will not cooperate with school administrators and/or will not surrender electronic device(s), the administrator may take appropriate action for the safety and well-being of the student and other students or employees at the school. An administrator or their designee shall notify parents of any disciplinary actions taken within a reasonable timeframe.

4. Notice to Students and Parents of Policy.

- a. Parents and students shall receive annual written notice of a school district's/school's electronic device policies. Written notice may be satisfied by posting the policy on the school district's/school's website, publishing the policy in a school handbook or directory, sending the policy to the student's home, or any other reasonable means.
- b. Parents and students shall receive notice of changes in the school district/school
- c. policy in a timely manner.
- d. A copy of the most current policy shall always be available in the main office of the school and shall be posted online on the school website.
- e. Schools may require that parents return a copy of the policy with a signature indicating that parents have had access to the policy.
- f. Information to parents should include exceptions to the policy and potential consequences for students.
- g. Information to parents shall provide clear details of how best to contact students during school hours or activities, in lieu of immediate contact by electronic device.

- h. Students and parents shall be notified that law enforcement may be contacted if, at the school's discretion, they believe it is warranted by the circumstances.

5. Confiscated Electronic Devices.

- a. Devices may be confiscated by school administrators, licensed faculty members, or other designees if so indicated.
- b. Only school administrators may conduct searches of student-owned devices.
- c. Renaissance will try to protect confiscated electronic devices but is not responsible for theft, damage, or other associated losses related to the device or the data contained therein.
- d. Renaissance will make a good faith effort to notify parent(s) or designated individuals that electronic devices are in the school's possession and, time and resources permitting, will maintain electronic devices until the end of the school year. To the greatest extent possible, the school will clear any personal information on the device before disposal.

6. Other Provisions

- a. Picture-taking or recording by students is prohibited in private areas, such as locker rooms, counseling sessions, washrooms, and dressing areas.
- b. Students bring electronic devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen, or damaged electronic equipment.
- c. Students are solely responsible for their electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
- d. Students and parents should understand that confiscated electronic devices may be subject to search by school officials.
- e. A student's penalties for violation(s) of an electronic device policy provision may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received, and the specific circumstances of the violation.