



Millville Area School District

Proposed Personal Electronic Device Procedure

Reviewed by BOE on December 7, 2022

Millville Area School District recognizes the fact that the responsible use of personal electronic devices may be beneficial to a student's education for it is critical that students understand how to utilize technology in a purposeful and responsible manner. To this end, the Millville Area School District provides every student K-12 with a district-provided device in order to promote technological literacy and habits of practice that will promote responsible and ethical usage of technology. However, when "personal" electronic devices are introduced within the instructional setting, they can also have the effect of distracting, disrupting and intimidating faculty, staff, and students alike. Additionally, introduction of personal electronic devices in the school setting may introduce opportunities involving academic dishonesty, inappropriate media and content that is not school and developmentally-appropriate, and disrupt the educational process.

In order to maintain and secure a safe and orderly learning environment within which all students can learn, the Millville Area School District has established the following expectations and guidelines governing student use of electronic devices and procedures to address student misuse.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

Personal electronic devices may be used during the school day, during school-sponsored activities or transportation as follows:

1. While the MASD discourages students from bringing their personal technology devices to school, students may have personal electronic devices in their possession during the regular school day. However, the device must remain out of sight, turned off or on a silent mode, and placed in the designated location during ALL academic classes. Specifically, upon arrival to an academic class, students will be expected to situate their personal electronic device in the pocket organizer located within every instructional setting K-12. At the conclusion of class, students will be afforded with the opportunity to retrieve their devices and travel to the next class setting. Students who do not comply with this expectation will have their personal technology device secured by teacher and/or administrator. Repeated instances of non-compliance will result in progressive discipline.
2. Electronic devices may be used if specifically allowed by law, an IEP, a Section 504 Service Plan, a Health Care Plan, or testing/assessment directions.
3. Students may use an electronic device in an emergency situation that threatens the health, safety or wellbeing of students (including themselves), school employees or others.

4. Students may use an electronic device for medical reasons.

5. In the event that a student accesses his/her personal electronic device during instruction and/or fails to situate device in the designated pocket organizer, the student's personal electronic device will be confiscated. Repeated non-compliance will result in progressive discipline.

VIOLATIONS

1. Students shall not access personal electronic devices when in academic classes. Students may access personal electronic devices during transitions between classes, in study halls, and during lunches and recess.

2. Students may not access personal electronic devices at any time or place for/to:

- a. Activities which disrupt the educational environment.
- b. Illegal activities in violation of state or federal laws or regulations.
- c. Unethical activities, such as cheating on assignments or tests.
- d. Accessing pictorial and textual information and content that is not developmentally-appropriate and/or not consistent with the laws of the Commonwealth of PA, PA School Code, and/or MASD School Policies.
- e. Activities which threaten, humiliate, harass, or intimidate others.
- f. Activities in violation of MASD policies and procedures relating to student conduct and harassment.
- g. Activities which invade the privacy of others.
- h. Activities which constitute bullying or cyber bullying.
- i. Engage in any unauthorized audio recordings, capture of images, transmissions of recordings or images, or invasions of reasonable expectations of student and employee privacy.
- j. Violate the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications (including instant messaging).
- k. Access information via the internet which compromises the integrity of an assessment and/or demonstrate academic dishonesty

CONSEQUENCES FOR VIOLATIONS

1. There may be administrative and criminal penalties for misuse of electronic devices and local law enforcement officers may be notified if administration believes a student has misused an electronic device in violation of the law.

2. The students' use of privately-owned electronic devices to bully or harass other students or employees and result in disruption at school or school-sponsored activities may justify administrative penalties, including notification to law enforcement when appropriate.

3. If students access, use, or respond to electronic devices during instructional time, the electronic device will be confiscated.

4. Cell phones or electronic devices being used or seen out of designated pocket organizer during an academic class will be confiscated by the teacher for the first offense. When a student demonstrates non-compliance with the personal electronic device procedure, the student's device will be confiscated and forwarded to the school principal. On a second offense, the student may and students may retrieve the device at the conclusion of the school day. A third confiscation will result in a parent/administrator conference before the phone will be returned.

6. When a student persists and willfully disregards the personal device procedures and expectations, the MASD may impose other consequences which include, but are not limited to

a. After-School Detention/Lunch Detention

b. In-school suspension

c. Out-of-School Suspension

d. Loss of extracurricular or school privileges

e. If students are defiant and will not cooperate with school administrators and/or will not surrender electronic device(s), the designated school administrator may take appropriate action for the safety and well-being of the student and other students or employees at the school. The school principal or designee shall notify a parent immediately of additional penalties. Such instances will be viewed as Insubordinate Behavior and will be addressed as such.

OTHER PROVISIONS:

1. 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.
2. Picture taking or recording by students is strictly forbidden in all school settings. Taking photos in areas such as locker rooms, counseling sessions, bathrooms, and dressing areas are expressly prohibited and students who are non-compliant with this expectation will be subjected to progressive discipline and referral to law enforcement.
3. Students are strictly responsible for their own 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).
4. Electronic devices inappropriately used or disclosed may be subject to search by school administrators based on individualized or reasonable suspicion.

NOTICE TO STUDENTS AND PARENTS OF PERSONAL ELECTRONIC DEVICE EXPECTATIONS AND PROCEDURES:

1. Parents and students shall receive annual notice of the school's electronic device policy via Sapphire communication, written notice, and via the MASD website.
2. Parents and students shall receive notice of changes in the school procedure in a timely manner and through reasonable means.

CONFISCATED ELECTRONIC DEVICES:

1. School personnel including teachers and school administrators, and School Resource Officer is authorized to confiscate student electronic devices when non-compliance is exhibited.
2. School personnel are discouraged from searching or reviewing material or numbers stored on student electronic devices except under compelling circumstances.
3. School personnel may search an electronic device if the device is found by the employee for the limited purpose of determining the device's owner.
4. School personnel will do their best to guard and protect confiscated electronic devices, but are not responsible for loss, damage, or theft.

DEFINITIONS:

1. **Personal Electronic Device:** A privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument which include, but is not limited to, cellphones, MP3 devices, iPads, tablets, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, eReaders and other electronic or battery powered instruments which transmit voice, text, or data from one person or entity to another. This also includes hands-free devices (Bluetooth) connected to devices listed above
2. **Cyber Bullying:** The use of e-mail, web pages, text messaging, blogs, instant messaging, three-way calling or messaging, or any other electronic means for aggression, intimidation, or harassment against another person.
3. **Unauthorized Recording:** Any unauthorized audio recordings, capture of images, transmissions of recordings or images, or invasions of reasonable expectations of student and employee privacy.
4. **Reasonably Secure:** A reasonably secure location is one where there is no expectation of student access and the device is placed in the designated classroom location, any loss or damage of the device is at the risk of the student.
5. **Reasonable suspicion:** Does not need to be based on a single factor, but on totality of the circumstances. Does not require absolute certainty, but only sufficient probability.
6. **Medical reasons:** A student's illness that requires the use of a specialized app on their personal device that enables them access to educational opportunities for which otherwise they would not access.