



Early College School @ DSU

Board of Directors Policy

Section: Student
Title: Portable Communication Devices
Policy #: 700-18
Date Approved: 08/30/2018
Date Revised:

Purpose:

Early College School at Delaware State University recognizes that technology has become infused throughout our daily lives, and that the appropriate use of technology benefits our students and staff. When technology is used inappropriately, it also has the potential to detract from the learning process.

This policy defines when personal technology devices may be utilized for personal purposes by students and staff, while on Early College School at Delaware State University property, when officially engaged in school or school sponsored activities, and while on transportation provided by the school.

This policy has been developed and will be periodically reviewed with input from educators, students and relevant school staff. This policy will be discussed with parents and students to ensure that the policy is well understood by parents and students.

Definitions:

I. A personal technology device (PTD) refers to any electronic device that has not been provided by Early College School at Delaware State University, which has the ability to send or receive data, take photographs, record or present audio/video/images, connect to other devices or electronic systems, etc. Such devices include, but are not limited to: cell phones or smartphones, portable media players, tablets, laptops, and so on.

II. "Building Administrator" refers to any person who is responsible for the administration of a building or office. This includes all principals, associate principals, managers, or other individuals designated by the building principal.

Procedures:

1. **Overview** –the following items apply at all grade levels and schools:
 - a. PTDs may not disrupt the educational process or school activity.
 - b. Even with consent, PTDs may not be used in restrooms, locker rooms, or other areas where individuals have a reasonable expectation of privacy. Additionally, no student shall use a PTD to photograph, record video or audio, or other functionality in a way or under circumstances without the consent of the subject(s) or which infringes on the privacy rights of others.
 - c. Before the start of the school day and as directed by the parent or legal guardian, cell phones may be used before entry to the school building. Additionally, cell phones

- may be used after a student has been released following the official end of the school day or after the conclusion of school sponsored activities, whichever comes later.
- d. Students are responsible for PTDs they bring to school. The school shall not be responsible or liable for loss, theft or damage of any such device brought onto school property or to a school sponsored activity. This includes any costs associated for the unauthorized use of a lost or stolen PTD. Lastly, the school recommends that devices be free of credit card information and secured with a password.
 - e. Any staff member or student having knowledge or reasonable suspicion of the unauthorized use of a PTD by a student on Early College School at Delaware State University property should promptly report this information to the building administrator or designee.
 - f. Any student who violates this policy will be subject to disciplinary action as designated in the Early College School at Delaware State University Student Code of Conduct. Discipline data will be monitored related to use of PTDs to promote consistent and equitable enforcement and to inform periodic policy review.
 - g. Teachers/administrators confiscating PTDs are responsible for their security and must follow any prescribed school confiscation procedures. Failure of the teacher/administrator to properly secure confiscated PTDs and/or adhere to the prescribed procedures will assume financial responsibility of replacing the confiscated PTDs.
 - h. During instructional periods, cell phones must be turned off and out of sight.
 - i. Administrators reserve the right to further restrict the use of PTDs based on individual school and programmatic needs.
 - j. This policy does not apply to staff members who are authorized to use PTDs to perform qualifying job duties.
2. **Student Permitted Use** - Students are permitted to possess and use PTDs on Early College School at Delaware State University property, while at school sponsored activities, and while on transportation provided by the schools under the following conditions:
- a. Students may be permitted to use PTDs during their regularly scheduled lunch period, and during other non-instructional times as specified by the building administrator.
 - b. While on transportation provided by the school, PTDs may be used without sound or with earbuds at a volume low enough to be indiscernible by an adjacent student.
 - c. When visiting other schools, students shall adhere to the procedures in place at that location and follow any additional guidance provided by the local administrator or designee.
 - d. As directed and permitted by the sponsoring advisor, PTDs may be used during school sponsored activities.
 - e. When required for a documented medical need, a verified emergency, an Individualized Education Program (IEP), a Section 504 Plan, another educational accommodation, language access support for multilingual learners or when directed by school staff for instructional or safety purposes. A student, parent or guardian may submit a written request to a Building Administrator and obtain approval for an exception to the prohibitions on PTD use.

3. **Staff Use** – Staff are permitted to possess and use PTDs on Early College School at Delaware State University property, while at school sponsored activities, and while on transportation provided by the school under the following conditions:
 - a. Cell phone and other informal communications (voicemail and text messaging) to and with students should be avoided with the exception of emergency situations. (Refer: 200-11 Acceptable Use and Internet Safety Policy)
 - b. Unless a PTD is recommended and requested to further meeting or professional development objectives, PTDs should be silenced and not used during professional development.
 - c. PTDs may be used during planning/break periods, lunch periods, and before or after the regular workday.
 - d. In order to facilitate any duties assigned by the Building Administrator or District, PTDs may be used during school sponsored activities and while on transportation provided by the school.