

Policy

HANDHELD ELECTRONIC COMMUNICATION DEVICES

To avoid disruption of the instructional process students shall not display, use, or activate electronic communication devices or permit electronic communication devices to be activated in any school building during the instructional day. "Electronic communication devices" include but are not limited to cellular telephones, camera phones, iPods, iPads, tablets, readers, notebooks and other hand-held computing devices. The instructional day includes, but is not limited to, lunch break, class changes, and any other structured or non-structured instructional activity that occurs during the normal school day. Students are responsible to ensure that their devices are turned off in their lockers (where applicable) and out of sight.

Electronic communication devices may be used during the school day with the permission of the teacher or building principal or if use of the device is provided for in the student's IEP.

Electronic communication devices may be activated, displayed, or used before or after the end of the instructional day or at after-school activities by students when they do not interfere with the activity. Students shall be mindful of the disruptive effect to others when making or receiving calls on electronic communication devices during an after-school activity (indoor or outdoor sports events, club meetings, etc.) and endeavor to use reasonable efforts to minimize inconvenience and discourtesy to others. Student behavior that violates this board policy will result in disciplinary action according to the code of student conduct.

Electronic communication devices may be carried on a board of education owned/leased school bus or vehicle while students are being transported to and/or from school or a school-sponsored activity. Electronic communication devices must be concealed in a backpack, pocketbook, or other container while the vehicle is in motion. The use, activation, or display of electronic communication devices on a bus without consent of the staff member in charge is prohibited and will result in disciplinary action.

The district will assume no responsibility in any circumstance for the loss, destruction, damage or theft of electronic communication devices or for any communication bill associated with the authorized or unauthorized use of electronic devices. Students will be responsible for locating lost or stolen devices.

Unauthorized Use of Recording Technology on School Issued or Personal Electronic Devices

Students are prohibited to use personal or school issued electronic devices to record or photograph teachers, other staff members and students unless specifically authorized by the principal. Students found to be engaging in unauthorized recording or photographing shall be subject to discipline according to the school code of student conduct including but not limited to restriction on the use of their device, the privilege to have a school issued device or bring their own device to school revoked, confiscation of the electronic device, detention and suspension.

Staff Use of Electronic Communication Devices

Staff members are prohibited from the use of personal cell phones or other electronic communication devices as detailed above, while they are performing their assigned duties (class time, duty periods). During meeting time, personal cell phones should be turned off and not used. Personal cell phones may be used during planning/free periods, lunch periods, and before and after the regular workday.

Telephones

School telephones are to be used for school business only. They are not to be used for personal calls, except

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in cases of emergency.

Adopted: 1994
NJSBA Review/Update: November 2008, April 2016
Readopted: June 2010, July 2016
Revised:

Key Words

Communication Device, Electronic, Equipment

<u>Policy Cross References:</u>	*3514	Equipment
	*3570	District records and reports
	4118.2/4218.2	Freedom of speech (staff)
	*6142.10	Technology

*Indicates policy is included in the Critical Policy Reference Manual.