

## STUDENT MOBILE DEVICE USE

*This document amends policies related to student use of electronic devices as outlined in the Code of Student Conduct, Telecommunications Plan, and Student AUP.*

### GOAL/RATIONALE

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, Internet access via the Santa Rosa Connected () wireless network is or will be available to students and others in schools across the district. Students are able to access this wireless network with their own wireless-capable devices, but any device or application that is used to access the school/district network must serve an educational purpose.

This program intends to engage students, improve access, foster creativity, increase the integration of technology into the curriculum, promote higher level thinking skills, and ultimately improve achievement. Schools may set their own access times, and there may be situations during which the  area is not accessible. Please refer to the  Student Agreement on page 5.

Outside of these specifically designated instructional or  areas, electronic communication and other mobile device use is governed by the following.

### STUDENT MOBILE DEVICE POSSESSION (INCLUDES ANY ELECTRONIC COMMUNICATION DEVICE)

- **Under no circumstances are students to physically connect to any port or district-owned device while on School Board property through Ethernet cables, USB cables, Paralink cables, etc., or to connect by Ad Hoc mode to any other district-owned device.**
- Your child may bring a **mobile device** to school.
- For safety and security, students are strongly encouraged to secure **mobile devices** in a purse, book bag, etc.
- Student **mobile devices** must not make any sound during the school day (including time on the bus).
- *Except as permitted in designated instructional and  areas*
  - The mobile device must be in silent mode while on school campuses and while riding school buses and not used at all during the school day.
  - The mobile device must be kept completely out of sight.
- *Outside of designated instructional and  areas*
  - If a **mobile device** is seen or heard during the school day, it may be confiscated.
  - Even if it falls out of a pocket accidentally, it may be confiscated.
  - Use of a **mobile device** or improper storage during the school day will result in disciplinary action (below).
- A **mobile device** may be held until a parent/guardian picks it up or makes arrangements with school officials.
- Parents who need to reach their child (or vice versa) should communicate via the Front Office only.
- A student may only use a **mobile device** on a school bus during a life-threatening emergency or as directed by the official in charge.

While a student may be in possession of a wireless communication device, it may not be used during the regular school day, except as permitted in designated instructional and  areas. Otherwise, the device must be in the “OFF” position and must not be visible on a student’s person during the school day. Failure to follow the rules regarding the possession and use of the wireless communication device will result in disciplinary action up to and including a loss of the privilege of carrying said device(s) on campus for a period of time to be determined by the school official. Use of a wireless communication device in a criminal act on school property or in attendance at a school function may result in criminal penalties as well as disciplinary action.

1. Discipline student in accordance with the school’s discipline plan. Device may be confiscated or possession prohibited on school campus for a period of time.
2. Discipline of a student up to and including out-of-school suspension for a period up to three (3) days for a first offense. Device may be confiscated or possession prohibited on school campus for a period of time.
3. Out-of-school suspension of the student for a period up to and including ten (10) days for each subsequent offense. Device may be confiscated or possession prohibited on school campus for a period of time.
4. Notification of the parents/guardians of the discipline and their right to receive the device confiscated at the earliest opportunity.

## USE OF ELECTRONIC DEVICES

**The possession of electronic devices is allowed with school official’s permission only for instructional purposes.** Devices brought onto campus with such permission are to be used only in classrooms or  areas with the instructor’s permission and supervision. (See Electronic Reading Devices on page 3.)

The possession of tape players, compact disc players, radios, televisions, remote controls, electronic games, laser pens, or any other electronic device, including tapes, game cartridges, iPods, mp3 players, mp4 players or discs used in the operation of the devices is otherwise prohibited.

1. Discipline student in accordance with the school’s discipline plan.
2. Confiscate the device.
3. Notification of parents/guardians of the discipline and of the responsibility to retrieve the item from school officials.

## PROFANE, OBSCENE, ABUSIVE LANGUAGE OR GESTURES, OBJECTS, VIDEOS OR PICTURES

The use of profane, obscene, abusive language or gestures, or the possession of objects, videos or pictures which are disrespectful, offensive or socially unacceptable and which can or tend to disrupt the school environment, a school function, or extracurricular/co-curricular activities. This includes the taking and /or sending, of inappropriate or offensive images or texts using electronic devices as well as being in the possession of inappropriate images or texts. Engaging in the use of electronic devices in this manner may result in law enforcement being notified.

## UNAUTHORIZED ACCESS OR USE OF ELECTRONIC DEVICES AND INSTRUMENTS

Includes, but is not limited to, unauthorized access to, modification of, use of, creation or destruction of computer-stored data and programs and the inappropriate use of electronic devices and instruments.

1. Discipline up to and including a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program through alternative placement or expulsion as determined by the school officials with consideration for cost of repair or replacement of damaged item(s).
2. Notification of parents/guardians of discipline.

## ELECTRONIC READING DEVICES

The following guidelines apply only to the use of e-Readers on Santa Rosa District School campuses/property. Other electronic devices (such as Smart Phones, i-Pods) may not be used as e-Reading devices unless approved by the school administrator.

1. Use of e-Readers should have prior approval from school administration. These electronic devices can only be used under the direct supervision of a teacher. They cannot be used during class changes or lunch.
2. Each classroom teacher must give permission for the device to be used in their respective room.
3. The student must disable all Internet functions while on campus except where required for instruction.
4. The teacher/administrator retains the right to approve or disapprove content used on the e-reader while on the school campus.
5. Students will not be allowed to download content at the school site.
6. The student is solely responsible for personal property and neither the school nor School District shall bear any responsibility for lost, damaged, or stolen property brought by a student.
7. Neither the school nor School District will provide technical support for any personal electronic device.
8. The school may provide, where available, electronic media for current core classroom textbooks to be used by a student via their personal e-reader device.
9. Consequences for violation of this policy will coincide with those of student **mobile device** violations.
  - a. Violation of policies will result in the electronic device being taken from the student.
  - b. A parent/guardian will be required to pick-up the device from the dean or administration.
  - c. The school retains the right to assign further consequences as necessary.

## READING LEVEL VERSUS AGE-APPROPRIATENESS

Santa Rosa District Schools recognizes the value of eBooks as a resource for student reading. While eBooks can serve as a valuable resource for our students, the use of eBooks should be closely monitored by parents. It is important that parents recognize that reading levels may not always be indicators of the appropriateness of the online content. Just like a book, an eBook that is the correct reading level may not contain age-appropriate material for that specific age level. For example, just because a book is listed at a 5.5 reading level does not mean that the content is appropriate for a child reading at that level. The student may be able to read the words, but the content may be too mature for the student.

A book listed on the Accelerated Reader (AR) site, Scholastic Reading Counts (RC) site, or similar book collection sites, does not necessarily mean the book is available in Santa Rosa School libraries, or that it is endorsed by Santa Rosa District Schools.

Santa Rosa District Schools are not liable for the content students are exposed to when a student chooses to navigate to unauthorized sites or use electronic devices in a manner to view or send material that has not been approved by school officials. Student engaging in such behavior may be subject to disciplinary action.

Parents are strongly encouraged to investigate the reading level and the age-appropriateness of books that their own children are reading. To determine age-appropriateness, parents might search for the book on

- Scholastic e-Catalog <http://src.scholastic.com/ecatalog/> (“Search Books and Quizzes”)
- Accelerated Reader Book Finder <http://www.arbookfind.com/UserType.aspx>
- Barnes & Noble <http://www.barnesandnoble.com/>

Please see <http://meredith.wolfwater.com/wordpress/2011/01/18/ebooks-and-libraries-a-stream-of-concerns/> as an additional resource for eBook considerations.

## SR CONNECTED PROGRAM

### GOAL/RATIONALE

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, wireless access – referred to herein as “Santa Rosa Connected” () – is or soon will be available to students and others in schools across the district. This program intends to engage students, improve access, foster creativity, increase the integration of technology into the curriculum, promote higher level thinking skills, and ultimately improve achievement.

Under no circumstances are students to physically connect to any port or district-owned device while on School Board property through Ethernet cables, USB cables, Paralink cables, etc., or to connect by Ad Hoc mode to any other district-owned device.

### PROTOCOL FOR THE USE OF TECHNOLOGY ON CAMPUS

Students in select classes may now bring their own technology to use on the following Santa Rosa District School campus that is participating in the  Program: [Insert Name of School] . With appropriate permissions, students may access the ; however, this privilege does not extend to accessing the District Network or District Wireless Network (SR Wi-Fi).

### DEFINITION OF “TECHNOLOGY”

For purposes of , “Technology” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### INTERNET

Only the Internet gateway , provided by the school, may be accessed while on campus. Personal Internet connective devices such as but not limited to 3G/4G cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time. The District will not support Internet access at home.

### SECURITY AND DAMAGES

Responsibility to keep the device secure rests with the individual owner. SRDS is not liable for any damages or device stolen on campus. If a device is damaged or stolen, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify the device from others but must adhere to guidelines set forth in the Student Code of Conduct. Additionally, protective cases for technology are encouraged.

***The student is solely responsible for personal property and neither the school nor School District shall bear any responsibility for lost, damaged, or stolen property brought by a student. Neither the school nor School District will provide technical support for any personal electronic device.***

## SR CONNECTED () STUDENT AGREEMENT

The use of technology to provide educational material is not a *right* but a *privilege*; a student does not have the “*right*” to use his or her laptop, cell phone, or other electronic device while at school. When abused, privileges may be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in  must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety. Parents who need to reach their child (or vice versa) should communicate via the Front Office only.

Additionally, technology:

- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit or post audio, photographic images or video of a person, or persons on campus during school activities and/or hours except as required for instructional purposes.
- May only be used to access files on laptop, Internet sites and apps that are relevant to the classroom curriculum. Non-educational games/apps use are not permitted.
- Must not be allowed to ring or make any sound during the school day (including time on the bus).
- Must not be seen or heard during the school day (even if it falls out of a pocket accidentally), outside of areas designated for use, or it may be confiscated.

Consequences will be issued for violations, and the device may be held until a parent / guardian picks it up or makes arrangements. Disciplinary measures are discussed on page 2 of Student Mobile Device Use and SR Connected District Policy.

### STUDENTS ACKNOWLEDGE THAT

- Students are required to access the Internet only through district-provided, filtered networks. Under no circumstances are students to use any device (e.g., air card, smart phone, Palm, 3/4/5G-capable device or other Internet data device) to bypass this requirement.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of Policy.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- While permission is granted for texting, texting for reasons other than instructional is still prohibited.
- While many mobile devices provide file storage, they must not be physically attached to district hardware for file exchange or other purposes (see 2<sup>nd</sup> paragraph of previous page). Files may have to be saved on the C drive of a laptop, a jump drive, an external drive, or another media device.
- Printing from personal laptops or other mobile devices will not be possible at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.
- ***Neither the school nor School District will provide technical support for any personal electronic device.***
- ***The student is solely responsible for personal property and neither the school nor School District shall bear any responsibility for lost, damaged, or stolen property brought by a student.***

Students and parents/guardians who participate in  will understand and will abide by the above policy and guidelines. Students must agree that they understand that any violation is unethical and may result in the loss of the student’s network and/or laptop privileges as well as other disciplinary action. ***If participation is not desired, please call the school.***