

Title: Personal Communication Devices and Social Media

Control Information

Control Item	Details
Owner/Curator	Melissa Harris
Document #	PolicyS00047
Supersedes	None
File Location	www.muddycreekcharterschool.org
Board Approval Date	9/11/2014
Consult and Notify	ICP, ED, HT, All Staff

Revision History

Revision	Date	Revision Description	Originator
A	9/11/14	Initial Release	Melissa Harris

1.1. Objective:

The objective of this policy is the following:

- 1.1.1. Define appropriate student and staff use of Personal Communication Devices and Social Media on school property during school hours.
- 1.1.2. Describe what constitutes inappropriate use of Personal Communication Devices and Social Media and define consequences for such use for both students and staff.

1.2. Definitions:

- 1.2.1. **Personal Communication Device:** a device, not issued by the school that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie talkies, either long- or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers, and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios, and TV.
- 1.2.2. **Social Media:** forms of electronic communication (such as web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages and other content. Examples include, but are not limited to, Facebook, MySpace and Twitter.

1.3. Guidelines for Student Use

- 1.3.1. Support of personal electronic devices is subject to available school resources including, but not limited to, IP addresses and network bandwidth capacity. Laptop computers and PDAs brought to school and accessing school resources may be restricted to classroom or instructional-related activities only and these activities may not impede school network capacity.
- 1.3.2. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, school policies, school rules, or classroom rules.
- 1.3.3. Unless authorized in advance by the Executive Director or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger:

- Personal electronic devices are not permitted to be turned on or visible on campus during the regular school day.
 - Personal electronic devices may be used during the student's break time at high school. They may not be used at any time in the proximity of any class, school activity, or event that may be in session or in progress during the regular school day.
- 1.3.4. Digital devices which have the capability to take "photographs" or "moving pictures" shall not be used for such purposes while on school property or at school-sponsored events unless as expressly authorized in advance by the Executive Director or designee.
- 1.3.5. Personal electronic devices may be used as electronic study aids in the classroom if provided as a part of a student's individualized education plan (IEP), or if permission is received from the student's teacher.
- 1.3.6. The use of personal electronic devices in any way to send or receive messages, data, or information in any form (text, image, audio, or video) that would pose a threat to academic integrity, contribute to, or constitute academic dishonesty is strictly prohibited.
- 1.3.7. The use of personal electronic devices in any manner (text, image, audio, or video) that would violate the confidentiality or privacy rights of another individual is strictly prohibited.
- 1.3.8. Personal electronic devices used in violation of law, Board policy, or school rules will be confiscated, turned in to the school office, and/or transferred to law enforcement officials as appropriate. If law enforcement does not retain the device as evidence, the device will be returned to the student or parent following parent notification, conference, detention, suspension, and/or expulsion.
- 1.3.9. The school shall not be responsible for loss, theft, or damage to personal electronic devices brought to school property or school-sponsored events.

1.4. Guidelines for Staff Use:

- 1.4.1. Staff possession or use of personal communication devices on school property during the work day, and while the staff is on duty in attendance at school-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the Executive Director. At no time will a personal communication device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

- 1.4.2. Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional or class time, while on duty, or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment.
- 1.4.3. Cellular telephones that have the capability to take photographs or video shall not be used for such purposes while on school property or while a staff member is on duty in school-sponsored activities, unless as expressly authorized by the Executive Director or designee.
- 1.4.4. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only.
- 1.4.5. The school will not be liable for loss or damage to personal communication devices brought to school property and school-sponsored activities.
- 1.4.6. Communication with students beyond the school day will be appropriate, professional, and related to school assignments or activities. When communicating with students electronically, staff should use school-sponsored options including grading programs or school e-mail utilizing mailing lists to a group of students rather than individual students.
- 1.4.7. Texting students and using social network sites when communicating with students is discouraged. Staff members who use social network sites (e.g., Facebook, MySpace, and Twitter) for personal use will not post any information about students, staff, or school business. Staff members will treat fellow employees, students, and the public with respect while posting.
- 1.4.8. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.
- 1.4.9. Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy.
- 1.4.10. Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with approval from the Executive Director or designee.