

SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. However, the Board of Education also recognizes that the use of personal electronic devices distracts students during school hours. The increased use and exposure to electronic devices has coincided with an increase in anxiety, depression and emotional isolation, as well as a decrease in focus, physical activity and face-to-face social interaction. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to: iPad, Nook, Kindle, and other tablet PCs; Chromebooks, laptops and netbook computers; personal digital assistants (PDAs), smart phones such as iPhone, or Android, Smart Watches, earbuds, Air pods as well as any device with similar capabilities. Unacceptable devices shall also include, but are not limited to, gaming devices or consoles, laser pointers; modems or routers, and televisions.

Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved.

Instructional Uses

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school administration.

Personal technology use by students is permitted during the school day for educational purposes. Teachers, when approved by administration, will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Non-Instructional Uses

Personal electronic devices may not be used on school grounds during the school day, and after school detention.

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Students

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Students will be required to turn off all personal electronic devices not issued by the Worcester Central School District by the start of 1st Period each day and place those devices in their assigned locker, backpack, purse, or designated classroom area. All personal electronic devices must remain out of view for the duration of the school day until the final bell at (2:58 p.m.). Families and students are encouraged to communicate through the main office during the school day. If a student is seen by a staff member with a personal electronic device the following action and consequence will occur:

Offense	Action Taken	Consequences
1st Offense	Personal electronic device placed in the Main Office and returned to the student at the end of the day	Parent Notification
2nd Offense	Personal electronic device placed in the Main Office and returned to the parent at the end of the day	One day of lunch detention Parent Conference with Administration
3rd Offense	Personal electronic device placed in the Main Office and returned to the parent at the end of the day	One day of after school detention Parent Conference with Administration
More than 3 offenses	Personal electronic device placed in the Main Office and returned to the parent at the end of the day	Consequences will be determined by the principal in a progressive nature. Which may include students be required to surrender their device to the office upon entering the building for a length of time as determined by the principal, and Suspension.
Students who refuse to surrender their device to a staff member will be considered insubordinate and will receive consequences according to the Code of Conduct		

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device for a medical purpose may do so as specified.

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Students

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Liability

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition during State Assessments

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, the applicable sections of the *Code of Conduct* and associated technology guidelines and signed the Student Use of Personal Technology Permission Form (#7316F) with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District *Code of Conduct* and the Acceptable Use Policy at all times. Consequences for misuse will follow guidelines in the District's *Code of Conduct*. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.

NOTE: Refer also to Policies #7315 -- Student Use of Computerized Information Resources (Acceptable Use Policy)
#7550 -- Dignity for All Students
#8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 7/27/16
Revised: 12/18/24