

DuPont Manual High School

Personal Telecommunication and Electronic Media Devices Policy

At DuPont Manual High School, it is our mission to prepare every student for postsecondary education. Part of preparing our students for the future is teaching them to be responsible digital citizens and to use technology appropriately. Personal telecommunication devices and electronic media devices, (Hereinafter "Personal Electronic Devices") which are defined in the *Code of Acceptable Behavior* and KRS 158.165 and includes, but is not limited to, cell phones, smart phones, iPads, iPods and other similar media devices are part of the technology that can be a benefit to the education of students, and an asset to student learning. As educators, we need to assist students with mature management of these personal electronic devices at school to better prepare them for postsecondary life. Students need to understand both respectful ways to use electronics, and how to make good choices when confronted with the temptation of a personal electronic device. As adults, we balance the use of these personal electronic devices with the environments with which we interact. A progressive approach to the use of personal electronic devices will not only teach and model mature management, but also provide endless learning opportunities that are relevant to the technology our students enjoy and use.

A student at DuPont Manual High School may activate and display a personal electronic device on school property. The goal is to maintain an academic focus in classrooms and other study areas while respecting the needs of our students to have reasonable access to their personal electronic devices. To ensure an appropriate academic environment inside and outside the classroom setting, students must comply with the following rules:

- The personal electronic device must be on silent at all times.
- The use of personal electronic devices in the classroom is COMPLETELY at the discretion and approval of the teacher. Charging of personal electronic devices is also at the teacher's discretion.
- Placing or receiving voice or video phone calls will be at the teacher's discretion.
- DuPont Manual High School, faculty and staff, are not responsible for any physical damage, loss, or theft of a personal electronic device.
- The use of camera and video functions is prohibited at all times unless clearly defined within an instructional activity and authorized by the teacher.
- The use of personal electronic devices is prohibited in ISAP, Time Out, or SOS for any purpose.
- Students shall comply with a teacher's/administrator's requests if there are concerns about usage at inappropriate times.
- Students shall not use a personal electronic device in any manner that disrupts the educational environment or violates the rights of others.
- Personal electronic devices may be used during class changes in the common hallways and in the cafeteria. Use of external speakers on personal electronic devices is prohibited in these areas between 7:40 am and 2:20 pm.
- External speakers or headphones may be used in the classroom when clearly defined within an instructional activity and with the authorization of the teacher.
- Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages on any personal electronic device or otherwise violate the JCPS Acceptable Use Policy.
- The use of personal electronic devices during ALL assessment times is prohibited, even if the student has finished his/her assessment.

If a student violates any of the rules above, the personal electronic device will be confiscated by an administrator/teacher and the student will be subject to discipline pursuant to the Code of Acceptable Behavior and Discipline.

Repeated violations of this policy will result in loss of the student's privilege to use any personal electronic device temporarily or permanently.

Approved -
(DH)

Addition to the Telecommunication Waivers

At the Board work session on Monday, August 26, 2013, board members asked schools to think about professional development for teacher and the accessibility of applications. Manual High School addresses these requests below.

Manual High School will offer professional development to teachers on the use of telecommunication devices in the classroom.

- This training will include helpful applications ("apps") and information on the accessibility of applications on various platforms.
- Teachers will be encouraged to attend the sessions and the information will also be embedded in school meetings throughout the year.
- As teachers make use of the applications, they will have information to share with each other about the benefits and drawbacks of particular sites and applications and will discuss the use of these in lessons.

Principal Signature:



Date: August 30, 2013