

**Ballard High School Personal Telecommunication and
Electronic Media Device Policy (2013-2014) -
DRAFT**
PENDING SBDM AND JCPS APPROVAL

The following policy concerning the use of personal telecommunication and electronic media devices will be applied for teachers and staff for the 2013-2014 academic year at Ballard High School. These policies are hereto enacted as part of a waiver from the Jefferson County School District's current telecommunication devices policy. Technology is quickly becoming the "tool of the trade" for many professions.

POLICY

- Teachers will be permitted, but not required, to use personal telecommunication devices and electronic media devices (i.e. iPads, e-readers, etc.) (hereinafter "personal electronic devices") for instructional purposes.
- Students will be permitted to use their personal electronic device for classroom instructional requirements only.
- Students shall not use a personal electronic device in any manner that disrupts the educational environment or violates the rights of others.
- The use of personal electronic devices is limited to the classroom, and direct instruction from a teacher, and this policy, as listed in the student agenda, will be enforce at all other times.
- If a personal electronic device is removed from a student during a given class period by their instructor, the device will be returned to the student at the end of the class period.
- Personal electronic devices are the responsibility of each student while present in their class, and Ballard High School staff is not responsible for lost, stolen or damaged devices.
- Teachers and staff may not require students to bring a personal electronic device and must supply adequate means for all students to participate in a given class period if devices are being used for instructional purposes.
- Students will not be permitted to use devices for personal social media communications (i.e. facebook, texting, etc.) in transition to other classes and other non-instructional times (i.e. lunch, arrival, dismissal, etc.).
- The use of the camera, telephone and video functions is absolutely forbidden at any time unless clearly defined by the teacher within an instructional activity.

- The use of personal electronic devices during **any and all** assessments is prohibited, even if the student has finished his/her assessment.
- 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.

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.

JCPSNet Student Acceptable Use Policy
This document is part of the JCPS Code of Conduct.

The Jefferson County Public Schools (JCPS) offer student access to electronic information through a service called JCPSNet. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. JCPS supports each family's right to decide whether or not to allow their child to have access.

Access is a privilege, not a right.

Students are responsible for appropriate behavior when using the Internet, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students will:

- use the network for educational purposes such as conducting research for assignments consistent with the JCPS academic expectations; and
- use appropriate language, avoiding swearing, vulgarities, or abusive language.

Students will NOT:

- transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials;
- use JCPS internet connection for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- break into/attempt to break into another computer network;

- damage/attempt to damage, move, or remove software, hardware or files;
- use unauthorized multi-user games;
- send or forward chain letters;
- use unauthorized software products which adversely affects network performance;
- create or share computer viruses;
- share access to their JCPSNet account, or use another person's account;
- maliciously attempt to harm or destroy data of another user; or,
- use network resources to otherwise violate the JCPS Student Code of Conduct.
- use network resources to disrupt the efficient operation and/or educational programs of the Jefferson County Public Schools.

JCPSNet communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPSNet, and may result in other disciplinary action under the guidelines of the JCPS Uniform Code of Student Conduct. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.

Approved -
DH

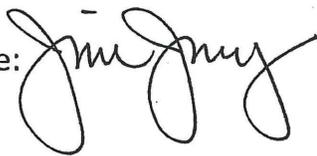
Addition to the Telecommunication Waivers

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. Ballard High School addresses these requests below.

Ballard 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:

9/9/13