

**Moore Traditional School Personal Telecommunication and
Electronic Media Device Policy (2013-2014)**

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 Moore Traditional 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 telecommunications 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 enforced at all times.
- Personal electronic devices are the responsibility of each student while present in their class; Moore Traditional 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 function 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.

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. Moore Traditional School addresses these requests below.

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

- The 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:

11-18-13