

July 14, 2014

Dear Members of the Board of Education,

I am writing today to inform you of a pilot program regarding the use of personal electronic devices at Seneca High School. At Seneca High School, it is our mission to prepare every scholar to be college and career ready. Part of preparing our scholars is to teach them to be responsible digital citizens and to use technology appropriately. Personal telecommunication and electronic media devices, such as cell phones, are part of the technology that can be a benefit to the education of scholars, and an asset to scholar learning. As educators, we need to assist scholars with mature management of these devices at school to better prepare them for postsecondary life. Scholars need to understand both respectful ways to use electronics, and how to make good choices when confronted with the temptation of a media device. As adults, we balance the use of these devices with the environments with which we interact. A progressive approach to media usage will not only teach and model mature management, but also provide endless learning opportunities that are relevant to the technology our scholars enjoy and use.

A copy of the pilot policy is included with this letter. The pilot policy has been shared with scholars at school, and sent to parents to discuss with your scholars at home to ensure solid understanding of the permitted and appropriate uses of personal electronic devices at school. This policy is in a pilot stage, meaning a trial period, and the policy will be evaluated and revised following the end of this school year. We truly believe the managed use of personal electronic devices can enhance the learning process and increase scholar achievement. We hope you will join with champions and administrators in supporting the policy and guidelines for personal telecommunication and electronic use at Seneca High School.

Sincerely,



Kimberly N. Harbolt, Principal
Seneca High School

Mission

The mission of Seneca High School is to prepare scholars for college and career goals as measured by state academic standards. We are committed to providing an environment and a



Seneca High School
"More Focus on Our Focus!"



We the Advisory council at Seneca High School support asking the JCPS Board of Education for permission to waive the standard telecommunications policy. If approved, we plan to use the policy attached.

Seneca Advisory Council:

Kimberly Harbolt, Principal
Jody Johnson, Teacher
Todd Stanis, Teacher
Heather Jones, Parent

Kimberly N. Harbolt

Principal

Todd Stanis

Teacher

(out of town)

Teacher

Heather Jones

Parent

Vision

Seneca High School is a positive, caring community where champions and scholars are committed to becoming an exemplary model for success in a global society.

Mission

The mission of Seneca High School is to prepare scholars for college and career goals as measured by state academic standards. We are committed to providing an environment and a system of support to ensure all scholars are successful.



Seneca High School ***"More Focus on Our Focus!"***



Personal Telecommunication and Electronic Media Devices Policy PILOT

Rationale:

At Seneca High School, it is our mission to prepare scholars for college and career goals as measured by state academic standards. We are committed to providing an environment and system of support to ensure all scholars are successful. Part of preparing our scholars for the future is teaching them to be responsible digital citizens and to use technology appropriately. Personal telecommunication and electronic media devices, such as cell phones, are part of the technology that can be a benefit to the education of scholars, and an asset to scholar learning. As educators, we need to assist scholars with mature management of these devices at school to better prepare them for college and career readiness. Scholars need to understand both respectful ways to use electronics, and how to make good choices when confronted with the temptation of a media device. As adults, we balance the use of these devices with the environments with which we interact. A progressive approach to media usage 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. Scholars will do what is expected of them and if we have high expectations and teach them the correct way to use electronic devices this will be a good learning experience for them.

Policy:

A scholar at Seneca High School may activate and display a personal telecommunication and electronic media device on school property in the following areas **ONLY**:

- **Before** school in the cafeteria
- **Before** school in the library
- **Before** school in the courtyard
- **Before** school in the small gym
- **During** lunch in the cafeteria or courtyard **ONLY**

The device should be on silent at all times. The goal is to maintain an academic focus in classrooms and other study areas while respecting the needs of our scholars to have reasonable access to their cell phones. The following policy for personal electronic device use is in a pilot phase (trial period), and may be revised following data collection related to the use of these devices at Seneca High School. To ensure an appropriate academic environment inside and outside the classroom setting, it is essential to adhere to the guidelines below. This policy is necessary to ensure respectful and non-disruptive use of personal electronic devices at Seneca High School.

Guidelines

- **The use of personal electronic devices in the classroom is COMPLETELY at the choice and approval of the teacher (Champion).**
- Charging of personal electronic devices can only be done in the above areas mentioned in the policy section.
- **Placing or receiving voice or video phone calls is prohibited.**
- Seneca High School, faculty and staff (Champions) will not be held responsible for any physical damage, loss, or theft of the personally owned device. (JCPS Code of Conduct and Student Bill of Rights)
- **The use of camera and video functions are forbidden at any time.**
- Scholars will **not be allowed to use devices in the hallway for any purpose.**
- Scholars will **not be allowed to use devices in ISAP, Time Out, or SOS for any purpose.**
- Scholars will respect the champion's/adult's requests if there are concerns about usage at inappropriate times. If a student is not being respectful of the instructional setting, or not following an adult's directives, a referral will be written and the student will meet with an administrator.

Etiquette

- Personal electronic devices may be used in the small gym before school, in the library before school, in the courtyard before school and in the cafeteria (both before school and during lunch). **Use of external speakers or headphones on electronic devices is prohibited in all areas between 7:40 am and 2:20 pm.**

Vision

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Mission

The mission of Seneca High School is to prepare scholars for college and career goals as measured by state academic standards. We are committed to providing an environment and a system of support to ensure all scholars are successful.

- Scholars using personal electronic devices in any manner that disrupts the environment or violates the rights of others will be subject to disciplinary action.
- Scholars 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 electronic device.

Assessment

- The use of personal electronic devices during **ALL assessment times is prohibited**, even if the scholar has finished his/her assessment.

Internet Access

- Scholars cannot access JPCSWireless on personal electronic devices. The school is not responsible for any overages or data charges related to wireless plans.
- **Devices may be confiscated by an administrator/champion if the situation involves suspicions of violence, harassment, danger to a scholar, or any other zero tolerance issue.** If the problem is recurring, their privileges may be discontinued for a period of time or permanently. If a student makes poor choices on how they handle their interactions with a champion, other adult, or administrator, in regard to any personal electronic device, they will be subject to further discipline.

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