

**Valley High School**

10200 Dixie Highway  
Louisville, Kentucky 40272  
(502) 485-8339  
Fax: (502) 485-6073



July 15, 2014

Dear Members of the Board of Education,

I am writing today to inform you of the use of personal electronic devices at Valley High School. At Valley High School, it is our mission to prepare every student to be college and career ready. Part of preparing our students 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 students, and an asset to student learning. As educators, we need to assist students with mature management of these 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 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.

A copy of the cell phone policy is included with this letter. The policy has been shared with students at school, and should be discussed with your student at home to ensure solid understanding of the permitted and appropriate uses of personal electronic devices at school. We truly believe the managed use of personal electronic devices can enhance the learning process and increase student achievement. We hope you will join with teachers and administrators in supporting the policy and guidelines for personal telecommunication and electronic use at Valley High School.

Sincerely,


A handwritten signature in black ink that reads "Rob Stephenson". The signature is fluid and cursive, with the first name "Rob" and last name "Stephenson" clearly legible.

Rob Stephenson, Principal  
Valley High School

Valley High School  
Advisory Council

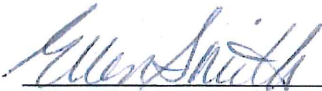
Members of the Board of Education,

As Valley's Advisory Council our signatures below designate our support of the Cell Phone Policy currently in effect at Valley High School. As a pilot last year it was implemented, monitored and very successful at Valley.



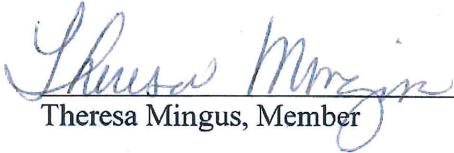
Rob Stephenson, Principal

\_\_\_\_\_  
Phillip Kennedy, Parent



Ellen Smith, Member

\_\_\_\_\_  
Joshua Harbeson, Member



Theresa Mingus, Member

# Valley High School

## Personal Telecommunication and Electronic Media Devices Policy

At Valley 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 Valley 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.
- Placing or receiving voice or video phone calls is prohibited.
- Valley High School, faculty and staff, are not responsible for any 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, school assemblies/guest speakers 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 or headphones 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.
- For safety reasons, charging of electronic devices will NOT BE PERMITTED. Electronic devices WILL NOT be plugged into any school property (i.e. outlets, computers, laptops, etc.). Students who violate this policy will be subject to disciplinary action.

**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.**

## CLASSROOM CELL PHONE USAGE FORM

TEACHER NAME: \_\_\_\_\_

LESSON TITLE: \_\_\_\_\_

CLASS SUBJECT: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_ PERIODS TO BE USED: \_\_\_\_\_

DATE(S) TO BE USED: \_\_\_\_\_

PURPOSE /OBJECTIVE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW DOES IT RELATE TO WHAT THE CLASS IS STUDYING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHEN HAVE YOU USED THE APPLICATION OR BEEN TO THE WEBSITE? \_\_\_\_\_ DATE

DOES THIS APPLICATION/WEBSITE HAVE CONFLICTS (CONTRARY TO PUBLIC EDUCATION), SENSITIVE, OBJECTIONABLE, OR LEGAL ISSUES THAT WOULD DISRESPECT STUDENTS RELIGIOUS AND/OR PERSONAL BELIEFS AS GUARANTEED BY THE SCHOOL BOARD AND CONSTITUTION. \_\_\_\_YES \_\_\_\_NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW ARE YOU ACCOMODATING STUDENTS WHO DO NOT HAVE CELL PHONES? \_\_\_\_\_

\_\_\_\_\_

PRINCIPAL'S APPROVAL: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_