

SHS Electronic Device Policy and Procedures – 2017-18

The following policies and procedures are based on the school district's "Student Code of Conduct" for electronic devices. In the Spring of 2017 they were developed by a committee, consisting of volunteer administrators, teachers and students. The allowance to use cellphone/devices during the school day is based, in part, on; *Section VII. A [CF] paragraph 2 of Student Code of Conduct: "Devices may only be used in certain approved areas of the school."*

- The improper use of a cell phone or electronic device is a Level One offense, established and addressed in the "Student Code of Conduct." In the classroom, the documenting of infractions and interventions should be maintained on a *Classroom Infraction Report* form, with exceptions referenced below.
- **The "Student Code of Conduct" states:** Students may use electronic devices during the school day for proper educational purposes. At Springstead H. S. this is considered a privilege and is permitted during the following times:
 - In classrooms when teachers have declared a "B.Y.O.D." instructional period.
 - On campus during passing time before class, between classes and after class.
 - Passing to and from the cafeteria and during lunch in the cafeteria or other designated eating areas.
- **"Educational Purposes"** is defined as activity that is directly or indirectly related to the student's school day and/or function. These permitted uses may include, but are not limited to:
 - Communicating *school business* with parents, teachers or peers, via phone call, text message, "Remind App", educational research for school assignments and projects, etc.
 - Viewing school-based social media to learn about current news, school events and/or activities
- **Prohibitive Use of Devices are:**
 - ANY audio function, including utilizing ear buds (listening to music) or recording sound
 - Photography and/or Video recording others on school campus without permission
 - Using the device while out of class on a pass or in a restroom
 - Utilizing any text messaging and/or social networking to harass, tease or participate in bullying activities or posting of school activities without prior permission.
- **Other Expectations of Use or Misuse:**
 - Cell phones need to be shut-down and put away immediately upon entering a classroom. If and where the cellphone is stored will be at the teacher's discretion. This may include a central location.
 - For the safety of each student and other students and staff, the use of the device's ear buds or head phones will be strictly prohibited and enforced. **NO WALKING ON CAMPUS "PLUGGED-IN."**
 - Utilizing a restroom pass to use a device should no longer be necessary, since there are appropriate times for calls and texting.
- Teachers may give explicit permission for classroom use of electronic devices for educational purposes and under direct supervision of a staff member (BYOD Policy, with a "BYOD In Use" sign in window).
- **Consequences For Failure to Follow Cellphone Policies and Procedures:**
 - Minor Infractions, in the classroom, will be addressed following the Student Code of Conduct, which includes the "Classroom Infraction" process.
 - Minor Infractions, outside the classroom, will also be addressed by Administration, with infractions tracked by the Administration Office.
 - Failure to turn over an electronic device, when directed, is considered Gross Insubordination as well as a violation of the electronic device policy and will result in immediate out-of-school suspension per Student Code of Conduct.
 - Any student utilizing a cellphone or device to harass, tease, ridicule, taunt or any other activity that contributes to a verbal or physical confrontation may immediately lose cellphone privileges.
 - All Hernando County School Board Policies regarding electronic devices will be followed. Please refer to the Student Code of Conduct for further information.

(Turn over for Disciplinary steps)

Violations of this policy or the *Student Code of Conduct*, regarding cell phones, will lead to the following disciplinary actions:

1st Offense Warning - Document on *Classroom Infraction Report* form. Teacher has option to direct student to put the device away, or, if necessary, may confiscate it until the end of the period. A student violating and policy while out of the classroom will be sent to administration, where the infraction will be recorded in a log book.

2nd Offense *Loss of device for the day – **Document on *Classroom Infraction Report* form and turn into administration. Parent/teacher contact will be made if possible and documented in a log book located in administration

****Student can pick up at end of the day
Teacher may submit "Classroom Infraction Report" form with only two interventions noted (#3 is not required for electronics violation)*

3rd Offense Referral for Gross Insubordination-1 day ISS
Parent Contact & phone pick up
****Student's electronic device will remain locked up until parent picks up device.***

4th Offense Referral for Gross Insubordination-3 days ISS
Parent Contact & phone pick up
Phone check in/check out for 5 days & during ISS
****Student's electronic device will remain locked up until parent picks up device.***

5th Offense Referral for Gross Insubordination-5 days ISS
Parent Contact & phone pick up
Phone check in/check out continues for 10 days & during ISS
****Student's electronic device will remain locked up until parent picks up device.***

Parent conference & phone pick up – 10 Days ISS

Loss of device for remainder of the semester

Phone check in/check out-daily

****Student's electronic device will remain locked up until parent picks up device.***

**** If student receives a violation during this period an ODR will be written for gross insubordination, with OSS as a consequence***

7th offense - 1 day OSS,

9th offense - 5 days OSS,

8th offense - 3 days OSS

10th offense - 10 days OSS