



POLICY

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**Haddonfield
Board of Education**

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Use of Electronic Communications Devices
M

5516 USE OF ELECTRONIC COMMUNICATION DEVICES

To support school environments in which students can fully engage with their classmates and their teachers, and to focus attention upon instruction, the Board of Education has determined the use of cell phones and other electronic communication devices by students for personal use during the school day and school activities should be limited.

As used in this Policy, “electronic communication device” includes any device with the capability to audio or video record and/or is capable of receiving or transmitting any type of communication with others. An electronic communication device includes, but is not limited to, any type of cameras; cellular and wireless telephones; pagers/beepers; laptop computers; watches; electronic readers; two-way radios; any audio or video broadcasting devices; ear buds; tablets; headphones; and any other device that allows a person to audio and/or video record and/or transmit, in either a real time or delayed basis video or still images, text, audio recordings; or other information.

The Board adopts Regulation 5516 and this Policy to address student use of an electronic communication device for personal use on school grounds during the school day, to also include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.

Nothing in Regulation 5516 and this Policy shall prohibit a student from using an electronic communication device for a purpose documented in a classified student’s Individualized Education Plan (IEP) or a plan developed under Section 504 of the “Rehabilitation Act of 1973,” 29 USC 794. A student may use an electronic communication device to monitor or address a health condition with prior permission from the Principal, in consultation with the school nurse to be documented in the student’s Individual Health Plan.

In addition, the Board believes students and/or school staff members should not be subject to having any type of recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student and the student’s parent or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. Inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district’s educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.



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The following provisions govern student use of electronic communication devices on school grounds.

A. Use of Electronic Communication Devices

ES Students are prohibited from using an electronic communication device anywhere on school grounds during the school day to include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.

MS Students are prohibited to use an electronic communication device during the school day bell to bell.

HS Students are prohibited to use an electronic communication device during the school day

X at lunch time;

X at times approved by the teacher for instructional purposes;

X on a school bus at times designated by the Principal or designee;

X during passing time between classes; and

2. Under no circumstances is a student permitted to use an electronic communication device to communicate or take videos or photographs in a restroom, locker room, shower area, or any other area where any person is removing or changing clothes and/or in any other area or location where a person has a reasonable expectation of privacy. Student use of an electronic communication device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.

3. Students are encouraged not to bring electronic communication devices to school. If a student chooses to bring an electronic communication device(s) to school, the device(s) shall be turned off by the student and passcode protected to prevent any unauthorized use of the device. The electronic communication device shall remain in the student's backpack/book bag or locker during the school day when its use is not authorized per Policy 5516 and this Regulation.

A classroom or other instructional space may have a designated location where students must turn off, ensure the electronic communication device is passcode protected, and store the electronic communication device until the student leaves the classroom or other instructional space.



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4. If a student brings an electronic communication device to school, the student assumes the risk of damage, theft, or loss. The school district is not responsible for lost, stolen, or damaged devices.
5. If a student needs to be in contact with their parent(s) when the student is not permitted to use an electronic device, the student shall request permission from a teaching staff member to go to the main office to use the school phone. If a parent(s) needs to be in contact with their student for an emergency, the parent(s) shall contact the main office.

B. Discipline

1. First Offense in a School Year
 - a. The electronic communication device shall be taken from the student by the school staff member and turned into the Principal's or designee's office for the remainder of the academic school day.
 - b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it over to a school staff member.
 - c. The student can pick up the electronic communication device in the Principal's or designee's office at the end of the academic school day.
 - d. The student will have the electronic communication device returned upon signing an acknowledgment of their first offense violation of Policy 5516 and this Regulation.
 - e. The following discipline will be imposed on a student for a first offense of the provisions in Policy 5516 and this Regulation:
 - (1) Elementary School Student
 - a. Warning and discussion with an adult. Parent contact if needed.
 - b. Smartwatches and Cell Phones
 - c. Warning: confiscated by the teacher until the end of the day. Parent contact.
 - (2) Middle and High School Student
 - a. Referral to Main Office for insubordination (lose phone for a day, parent contacted)
 - b. (MS) Warning – Phone and/or earbuds taken for the day.
2. Second Offense in a School Year



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- a. The electronic communication device shall be taken from the student by the school staff member and turned into the Principal's or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.
- c. A parent must pick up the electronic communication device at the Principal's or designee's office no sooner than the end of the current academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device, with notice provided of a second offense in a school year for their child.
- f. The following discipline will be imposed on a student for a second offense of the provisions in Policy 5516 and this Regulation:
 - (1) Elementary School Student
Meeting with the parent, teacher, student, and principal. Loss of computer for 1 day.
Confiscated and brought to the main office. The parent will pick up the device in the main office.
 - (2) Middle - 1 Detention. Parents notified. Phone and/or earbuds taken for the entirety of the day.
 - (3) High School Student
HMHS- 3 after-school detentions

3. Third Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned into the Principal's or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it over to a school staff member.
- c. A parent must pick up the electronic communication device at the Principal's or designee's office no sooner than the end of the current academic school day.



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- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
 - e. The parent shall be required to sign for receipt of the electronic communication device, with notice provided of a third offense in a school year for their child.
 - f. The following discipline will be imposed on a student for a third offense of the provisions in Policy 5516 and this Regulation:
 - (1) Elementary School Student
Loss of computer for 1 week.
 - (2) Middle - 2 Detentions. Parents notified. Phone and/or earbuds taken for the entirety of the day. Any future infractions will result in 1 Saturday detention.
 - (3) High School Student
 - a. HMHS- In-school suspension 1-3 days.
4. Fourth Offense in a School Year
- a. The electronic communication device shall be taken from the student by the school staff member and turned into the Principal's or designee's office for the remainder of the academic school day.
 - b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it over to a school staff member.
 - c. A parent must pick up the electronic communication device at the Principal's or designee's office no sooner than the end of the current academic school day.
 - d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
 - e. The parent shall be required to sign for receipt of the electronic communication device, with notice provided of a fourth offense in a school year for their child.
5. A student who violates the provisions of Policy 5516 and this Regulation more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an electronic communication device on school grounds during the school day or while participating in school district programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and intra-murals and interscholastic games and practices.



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