

USE OF PERSONALLY-OWNED, ELECTRONIC DEVICES

I. Purpose

The purpose of Policy JICJ is to establish rules and procedures for the use of students' personally-owned, electronic devices.

II. Background

With the addition of WCPS-owned tablets and computers for student use, students' personally-owned, electronic devices are no longer needed during instructional time. Additionally, in the past, personally-owned, devices have often been used in inappropriate ways and/or have disrupted the educational environment.

III. Definitions

Within the context of this policy, the following definition applies:

- A. Personally-Owned, Electronic Device: Any electronic or battery-powered instrument which transmits or receives voice, text, data, pictures, video, or information in any form including, but not limited to, cell phones, laptop computers, smart phones, beepers, two-way radios, tablets, electronic readers, smart watches, earbuds, headphones, and language translators, not owned by Washington County Public Schools (WCPS).
- B. School Day: Time of arrival on school property until departure from school property.
- C. Instructional Time: Allocated time for instruction during the school day.

IV. Policy Statement/Procedures

Student use of a personally-owned, electronic device during instructional time (as defined in this policy) is prohibited.

A. Basic Rules and Procedures

1. A personally-owned, electronic device that a student brings to school is his/her sole responsibility. The Board of Education assumes no responsibility for a personally-owned, electronic device if it is lost, loaned, damaged, or stolen.
2. All students are expected to keep their personally-owned, electronic device secure at all times and not loan it to others. During instructional time (class time) such devices are to be kept out of sight and turned off.
3. Due to confidentiality, privacy, and legal concerns, a student may not use his/her personally-owned, electronic device to take photographs or record audio or video in school, during the school day, or on a school bus.
4. All students are expected to exhibit digital responsibility and to follow the Board of Education's Acceptable Use of Telecommunications Administrative Regulation IIBH-R.
5. The use of technology is a privilege, not a right. This privilege can be revoked.

B. Emergency Situations and Other Exceptions

1. The use of a personally-owned, electronic device may be granted in an emergency situation as determined by the supervising adult.
2. The use of a personally-owned, electronic device may be granted by the supervising adult outside of instructional time including lunch time and in between classes.
3. The use of a personally-owned, electronic device on a school bus is permitted provided such usage does not disrupt bus operations. Due to confidentiality and privacy and legal concerns, a student may not use his/her personally-owned, electronic device to take photographs or record audio or video on the bus.

C. No Technology Support

1. School system staff will NOT provide technology support for a student's personally-owned, electronic device.
2. There should be no expectation that the school system will provide network connectivity (Wi-Fi, etc.) for students' personally-owned, electronic devices.
3. If the school system chooses to provide network connectivity, this access may be more limited than that provided to school-system owned equipment; may require the installation of software to verify the integrity of the personally-owned, electronic device; and connectivity may be revoked at any time.
4. The school system is not responsible for any damage or other issues (malware infections, etc.) that may occur as a result of connecting a personally-owned, electronic device to the network.
5. The school system will not provide software or accessories for personally-owned, electronic devices.

D. Disciplinary Consequences

Violation of this policy or of the administrative regulation will result in disciplinary measures in accordance with the student discipline guidelines (see Exhibit JK-E). A school administrator may take temporary possession of a personally-owned, electronic device if a student is attempting to use the device during any time when such usage is prohibited or if the use of the device violates any of the previously outlined inappropriate uses, disrupts the learning environment, creates safety concerns, violates the confidentiality or privacy of others, or otherwise contradicts this policy.

E. Administrative Regulation

The Superintendent is authorized to promulgate an administrative regulation to implement this policy.

Legal Reference: *Annotated Code of Maryland*, Education Article 7-305
Code of Maryland Regulations 13A.08.01.11

See also: Policy IIBH – “Telecommunications”
 Administrative Regulation IIBH-R – “Acceptable Use of Telecommunications”
 Policy JK – “Student Discipline”
 Administrative Regulation JK-R – “Student Discipline”
 Exhibit JK-E – “Washington County Public Schools Disciplinary Guidelines”
 Policy JGC – “Academic Integrity”
 Administrative Regulation JCG-R – “Academic Integrity Process and Procedures”

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Board of Education of Washington County