

ELECTRONIC DEVICE USE POLICY

1. Purpose

The purpose of this policy is to outline the proper use of electronic devices by students in school or any educational setting. The Wilmington Public Schools (WPS) believe that a rounded education is one that incorporates the use of technology to support and enhance the curriculum. We want to encourage life-long learners who use critical thinking skills to efficiently and appropriately discern information and media on a global and local scale with respect for ethics and safety. To that end, we want our students to learn with a variety of tools that are available to them, including electronic devices.

2. General Statement of Policy

This policy provides an explanation, purpose and definition of acceptable technology use in the classroom and other learning environments by students in the elementary, intermediate and secondary levels. This policy is to be followed/used in conjunction with the District Acceptable Use Policy (AUP) and the District Social Media Policy (SMP) which outline acceptable use by all parties, including students.

3. Implementation of this Policy

The Superintendent of Schools, or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use, and user agreements consistent with the purposes and mission of the WPS, as well as with applicable laws and this policy. The review and update of this policy will be done annually by the Superintendent of Schools and the IT Director. The implementation of this policy will be conducted at the classroom/school level by teachers and administrators.

4. Definitions

Student: Any individual currently enrolled in the WPS

The District: The Wilmington Public Schools and its staff

Staff: All employees of the WPS and any contractor or individual employed by a contractor who provides services in or to the WPS

Devices: Any District-owned or leased electronic device, student or staff-owned electronic device, or any electronic device being used on school grounds or on the school's network. Examples include but are not limited to: mobile phones, smart phones, tablets, laptops, computers, Chromebooks, MP3 players, any electronic device with a screen or any device that connects to the network via wireless or wired or has a Bluetooth or other radio connection to another device.

5. Proper Use

A. Students may use devices at any time and in any building, classroom or setting unless a staff member has specifically prohibited the student(s) from using the device(s). Classroom teachers have the right to allow or disallow the use of devices during instructional or examination/assessment time, not otherwise specified on an educational

plan. (Instructional time includes classroom time, assemblies, or any other time which is monitored by a teacher.)

B. Teaching staff should be aware that many students will choose to use their device(s) for normal classroom functions and that their learning experience is enhanced by using these tools. Universal prohibition of device use in a classroom at all times or for an entire course should be considered unreasonable and detrimental to the learning methods of some students. In the environment of 1:1 computing and learning, it will also be impractical for students to not use device(s) for the many educational enhancements that they offer.

Examples of acceptable use include but are not limited to:

- A Web search for classroom or related subject matter information.
- The use of any application (app) pertaining to, or related to, the current classroom subject such as but not limited to the use of any Google Apps for Education (GAfE) application.
- The reading of digital text or textbook on a device.
- Connecting through social media or a “back-channel” discussion or chat initiated by the classroom teacher.
- Asking appropriate questions of the teacher or others digitally through a learning management system or other platform.
- Taking an assessment as instructed by the teacher.
- Taking notes on the subject being discussed.
- Any accommodation made for a student on an Individual Education Plan (IEP) or a 504 Plan.

C. When inappropriate or disruptive use of a student-operated electronic device is suspected, teachers should ask that a student put the device in the student’s desk, school bag or locker for the remainder of the period. If the student refuses, a teacher reserves the right to confiscate said device for the length of a class period. Students who fail to abide by that teacher’s direction may be subject to discipline as outlined in the Student Handbook. Electronic devices should be considered a tool that the student may need to accomplish his/her schoolwork during the day just like a textbook or a notebook. Confiscation of a device may adversely affect that student’s ability to participate in other classes or simply put him/her at a disadvantage and prohibit the student from accessing the curriculum in other classes.

Examples of inappropriate or disruptive uses include but are not limited to:

1. Cheating or academic dishonesty. Students found in violation of academic honesty are subject to the consequences of cheating and plagiarism in his/her school’s student handbook. Devices are not to be used during testing unless students are instructed to do so by the teacher or by an education plan.
2. Taking photos, recording video or audio of another person(s) (all persons including but not limited to students, teachers, substitute teachers, administrators) without gaining consent from that person(s) and unless it has been established beforehand as part of an assigned project and which will be monitored by a WPS

staff member. Furthermore, students should not post anything online of another person without prior consent. WHS Student / Parent Handbook 2017-2018 25

3. Taking pictures, recording audio or video in locker rooms or bathrooms.

4. Checking or responding to personal phone calls, emails, texts, social media applications, chats, messages etc. during class time.

5. Listening to music or watching a video without headphones (unless directed by the teacher). Headphones must be utilized in a manner in which it does not prevent a student from missing key instruction, curriculum or emergency announcements.

D. All devices should be set to 'vibrate' or 'silent' during class, unless otherwise directed.

E. Students should always practice good digital citizenship and be mindful of how they use their devices with respect to ethics and consideration for their fellow students and staff/visitors of WPS. Teachers will provide a lesson on digital citizenship and provide expectations for device-use to students in some form (e.g. syllabus, written on the board, rules poster) at the start of a course. Along with expectations, a clear understanding of consequences for misuse should be provided to students in the syllabus and posted in the classroom.

Revision Adopted by the School Committee: February 24, 2016

WHS Addendum

Earbuds and headphones connected to any electronic device may not be used in classrooms during instructional time unless they are required by the teacher.

Any student who uses an electronic device in an unlawful manner or who unlawfully shares inappropriate materials via phones, email, social media, or other electronic means may be subject to severe disciplinary action, including, but not limited to, ten days of out-of-school suspension, daily confiscation of electronic devices for the remainder of the school year, and/or any other disciplinary action as deemed appropriate by school administration.