

STUDENT RESPONSIBLE USE OF ALL ELECTRONIC DEVICES

Personal electronic devices may be used by High School students during the school day as outlined in the terms below:

- In the multi-purpose room before school, during break, during lunch; in the gymnasium before school, and during high school break. Phones used in these areas must be set to silent at all times and voice calls can only be made and/or received in the office and with permission.
- Use of personal electronic devices is not allowed in hallways during transition between 7:00 a.m. and 2:30 p.m.
- Personal electronic devices will be placed in a designated holding area at the beginning of class.
- Electronic device can be used with permission and under supervision by a teacher for educational purposes.
- The District's personal electronic device rules will be posted in the classrooms.

Middle School students are prohibited from using cell phones and cell phone paraphernalia during the school day unless with permission and under the direct supervision by a teacher for educational purposes.

Students who violate this policy will be subject to these consequences:

- 1st offense: Student will be instructed to put phone away.
- 2nd offense: Parent will be notified and student's device will be left in the office. Student may pick up device at the end of the day.
- 3rd offense: Parent will be notified and student will leave device in office each morning and pick up device at the end of each school day for 3 consecutive days.
- 4th and subsequent offense: Parent will be notified and will be handled administratively.

Lin-Wood Public School Network is used to:

- Expand learning;
- Research topics for class projects or for personal learning;
- Create products highlighting learning;
- Learn how to be a responsible and productive digital citizen.

Students need to know:

- Electronic devices include but are not limited to computers, netbooks, *Chromebooks*, iPads, iPods, tablets, cell phones, cameras, watches, and other electronic devices that allow the user to create and communicate.
- Students are responsible for all their online activities.
- Students are responsible for obeying all laws, including copyright.
 - Students may not use the District logo or other District-owned content on personal posts.
- Students do not have the right of privacy when accessing the Internet or network while at school.
- Communicating electronically includes using camera and cell phone to communicate visually.
- When communicating electronically, ask: Is it safe? Is it kind? Is it respectful? Is it appropriate?
- Students do not have an absolute right to take, publish/post photographs or videos of others at school, as it may impact their individual rights of privacy.

- Bullying as a form of harassing someone either in person or electronically is wrong, violates the Code of Conduct, and is against the law.
- Information found on the Internet is not necessarily true or accurate.

As responsible and productive digital citizens students WILL:

- Follow all school rules and laws when using electronic devices at school;
- Not damage equipment, upload harmful files, damage files, delete files, or access someone else's files because it impacts others;
- Keep my password to myself and will not share it with others;
- Not search for or try to access obscene, harmful, or inappropriate material;
- Close the window and tell a responsible adult if inappropriate material is accidentally accessed;
- Not post or send hurtful, offensive or inappropriate material;
- Behave honestly, fairly, and with integrity when posting online, including on social networks;
- Follow rules of network etiquette, and will be polite when communicating with others electronically;
- Not use bad language or access messages from others who use bad language;
- Not post or share pictures of others without their knowledge and approval;
- Stay safe and will never meet or give out personal information such as name, phone number, or address to someone met on the Internet without express permission;
- Discuss online activities with their parents so they understand how the student is learning to be a good digital citizen;
- Understand administrators and/or designee have the right to access student's online activities while in school if they are concerned about the student's safety or the safety of others;
- Not use others' work without permission or without citing their work according to copyright laws;
- Ask a responsible adult if unsure how to do something or whether something is okay to access or do.

First Reading: May 14, 2002
 Second Reading: May 28, 2002
 Adopted: May 28, 2002
 First Reading: August 7, 2007
 Second Reading: August 21, 2007
 Revised: August 21, 2007
 First Reading: March 2, 2010
 Revised: August 19, 2015

Second Reading: March 23, 2010
 Revised: March 23, 2010
 First Reading: July 27, 2015
 Second Reading: August 19, 2015
 First Reading: May 26, 2021
 Second Reading: June 23, 2021
 Revised: June 23, 2021