

## STUDENT USE OF HANDHELD TECHNOLOGY DEVICES, CELLULAR TELEPHONES, PAGERS, AND OTHER DEVICES

The Waterloo Community School District believes that appropriate use of Handheld Technology Devices offers users the opportunity to become a community of learners who live and work productively in the changing digital age. The following guidelines apply to all students in the Waterloo Community School District:

1. Handheld Technology Devices are to be turned off or set on silent during class time. Students may have Handheld Technology Devices turned on vibrate during authorized times of use. (High school only)
2. Handheld Technology Devices may not be used in any manner that will cause disruption to the educational environment. This includes times of confiscation.
3. The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity.
4. Students found to be using any Handheld Technology Devices in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to reasonable discipline, and the device shall be confiscated and not returned until a parent conference has been held.
5. Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms and a parent/guardian must come to pick up the phone or device from the school. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities, without the consent of a teacher, coach, or school administrator.

### Consequences:

#### 1<sup>st</sup> Offense

Upon the first offense during any school year, the student's Handheld Technology Devices will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The device will be returned to the student at the end of the school day, after reviewing the policy with the principal or the principal's designee.

#### 2<sup>nd</sup> Offense

Upon the second offense during any school year, the student's Handheld Technology Devices will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The student's parent/guardian must pick up the Handheld Technology Devices from the principal's office following a conference.

3<sup>rd</sup> Offense

Upon the third offense during any school year, the student's Handheld Technology Devices will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The student's Handheld Technology Devices will be delivered to the Student Services Office at the Educational Service Center (this may take up to 2 days). The student's parent/guardian must pick up the student's Handheld Technology Devices between the hours of 8am-4:30pm at the Educational Service Center.

Any further offenses

Once Handheld Technology Devices are confiscated, it is delivered to the Educational Service Center. Parent/Guardian will need to pick up the Handheld Technology Devices between the hours of 8am-4:30pm in the Student Services Office. Handheld Technology Devices will only be released to parent/guardian by the Executive Director of Student and At Risk Services or designee.

ADOPTED: 2/28/11

Reviewed: 2/3/11, 5/3/12, 5/3/18