

Administrative Regulations

Electronic Communication Devices

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1.0 Purpose

The possession and Silent Use¹ of Electronic Communication Devices, including Personal Electronic Communication Devices, by Intermediate Unit students when in compliance with this Administrative Regulation, other Intermediate Unit policies, regulations, rules, and procedures, ISP terms, and local, state, and federal laws, and supportive of the educational program of the Intermediate Unit, is permitted. However, the possession and use of Electronic Communication Devices, including Personal Electronic Communication Devices, by students that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the Intermediate Unit's mission and environment, and is prohibited in accordance with this Administrative Regulation, other Intermediate Unit policies, regulations, rules and procedures, ISP terms, and local, state, and federal laws.

2.0 Definitions

Electronic Communication Devices – are communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players; PDAs; digital cameras; tablet and laptop computers; and other current and future similarly developed devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and Intermediate Unit policies.

Electronic Communication Devices could be devices that are not capable of transmitting telephone communications (such as iPads, radios), do not have Internet access (such as Intermediate Unit issued and student-owned Kindles), are lasers, and/or are radar communication devices.

Personal Electronic Communication Devices – are Electronic Communication Devices

¹ See Definition section for the defined terms generally provided in initial capital letters throughout this Administrative Regulation.

that are owned by the student.

Silent Use – is the use of Electronic Communication Devices, including Personal Electronic Communication Devices, that make no sound, are inaudible, and are speechless. Examples of Silent Use include texting, electronic messaging, and the use of headphones with the volume not being audible to others. No device ringing, ringtones, or sound effects are permitted at any time.

3.0 Authority

The Board permits Silent Use of Electronic Communication Devices, including Personal Electronic Communication Devices, by Intermediate Unit students during the school day in Intermediate Unit buildings, on Intermediate Unit property, and while students are attending School-District-sponsored activities during regular school hours when they are in compliance with this Administrative Regulation, other Intermediate Unit policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of the Intermediate Unit.

Students may use their Personal Electronic Communication Devices only if they have written consent from their parent(s)/guardian(s) on a form provided by the Intermediate Unit.

Supervisors and administrators, in consultation with the Executive Director and in compliance with this Administrative Regulation, other Intermediate Unit policies, regulations, rules, and procedures, are authorized to determine the extent of the use of Electronic Communication Devices, including Personal Electronic Communication Devices, within their programs, classrooms, and schools, on the Intermediate Unit's property, and while students are attending that Intermediate Unit's sponsored activities during regular school hours. For example, use of Electronic Communication Devices, including Personal Electronic Communication Devices, at the elementary grade level may be different than that at the middle school, and/or high school grade levels.

Unless a teacher determines otherwise, Electronic Communication Devices, including Personal Electronic Communication Devices, must be turned off upon entering any instructional area and remain off until the student leaves the instructional area. Instructional areas include, but are not limited to, classrooms, gymnasiums, practice fields, field trip locations, auditoriums, band rooms, and chorus rooms.

In addition, unless they must be used for emergency situations, the Electronic Communication Devices, including Personal Electronic Communication Devices, must remain off during a school evacuation due to the safety and security of all individuals.

The Intermediate Unit shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any Personal Electronic Communication Device brought to school by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to school, school events, or Intermediate Unit property. The Intermediate Unit will not be responsible for restricting, monitoring,

or controlling the personal electronic communications of students; however, it reserves the right to do so.

If Personal Electronic Communication Devices are loaned to another individual and misused by non-owners, the owners of the Personal Electronic Communication Devices shall be jointly responsible with the non-owner for the misuse and/or violation of Intermediate Unit policies, regulations, rules, or procedures.

4.0 Delegation of Responsibility

The Executive Director has been granted the authority to create, modify, update, and enforce this Administrative Regulation, and accompanying regulation(s), rules, procedures, and forms.

The Executive Director, and/or designee, will annually notify students, parent(s)/guardian(s), employees, and Guests about the Intermediate Unit's Electronic Communication Device Administrative Regulation by publishing the Administrative Regulation in the student handbook, newsletter, posted notices, and/or any other methods.

The Executive Director, and/or designee, is responsible for training and retraining administrators, supervisors, and employees who are responsible for the use, supervision, discipline, investigation, confiscation, searching, and/or other matters involving students' Electronic Communication Device, including Personal Electronic Communication Device, use.

Students must comply with this Administrative Regulation, other relevant Intermediate Unit policies, regulations, rules and procedures. Students must comply with the guidelines set by the classroom teacher and/or Intermediate Unit and supervisors and/or building officials for the use of Electronic Communication Devices, including Personal Electronic Communication Devices. Students will be held responsible for their conduct in the use of the Devices and are subject to the consequences provided in the last section of this Administrative Regulation.

5.0 Guidelines

- a. In accordance with this Administrative Regulation, Electronic Communication Devices, including Personal Electronic Communication Devices, *may be used* in authorized areas or as determined by the supervisors and/or administration as follows:
 - For educational or instructional purposes
 - Before and after school, at lunchtime, in the hallways during the passing of classes, on the Intermediate Unit's bus if authorized by the bus driver, and in the library and a study hall if authorized by the teacher.
 - When the educational, safety, emergency, medical, or security use of the Electronic Communication Devices, including Personal Communication

Devices, by the student is approved by the supervisor and/or administrator, or designee, or the student's IEP team. In such cases, the student's use must be supervised by an Intermediate Unit professional.

b. In accordance with this Administrative Regulation, Electronic Communication Devices, including Personal Electronic Communication Devices, *may not be used* in unauthorized areas or as determined by the supervisors and/or administration as follows:

- The Intermediate Unit strictly prohibits possession by students on school grounds, at Intermediate Unit-sponsored activities, and on buses or other vehicles provided by the Intermediate Unit any non-Intermediate Unit-owned laser pointers, or laser pointer attachments, and any Electronic Communication Devices, including Personal Electronic Communication Devices, that are hazardous or harmful to students, employees, and the Intermediate Unit. These include, but are not limited to, devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be authorized by the supervisors and/or administrators, or designee, or anyone, for students to possess or use such devices.
- During tests, examinations, and/or assessments, unless the teacher authorizes such use. When Electronic Communication Devices, including Personal Electronic Communication Devices, are not permitted to be used during tests, examinations, and/or assessments they must be stored in closed items such as pocketbooks and book bags, and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap.
- To cheat, engage in unethical conduct, and threaten academic integrity.
- To access and/or view Internet websites that are blocked by the Intermediate Unit. Examples include, but are not limited to, social media sites, and "inappropriate matter" as defined in the Intermediate Unit's Acceptable Use Policy and Social Media Policy.
- To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.
- In locker rooms, bathrooms, health suites, dressing rooms, swimming pool areas, and any other changing areas.

- To create, send, share, view, or disseminate sexually explicit, obscene, pornographic, child pornographic, lewd images or video content, as such acts may be a crime under state and/or federal law.
 - To disrupt the educational and learning environment.
- c. Electronic Communication Devices, including Personal Electronic Communication Devices, that violate this Administrative Regulation, other relevant Intermediate Unit policies, regulations, rules, and procedures shall be confiscated. The confiscated Device shall not be returned until a conference has been held with a parent/guardian, or if the student is an adult, with the student.
- d. If school officials have reasonable suspicion that this Administrative Regulation, other relevant Intermediate Unit policies, regulations, rules, procedures, and laws are violated by the student's use of Electronic Communication Devices, including Personal Electronic Communication Devices, and that the use of these devices materially and substantially disrupts the school's atmosphere, the devices may be *lawfully searched in accordance with the law*, and/or the Electronic Communication Devices and Personal Electronic Communication Devices may be turned over to law enforcement, when warranted.
- e. Students should have no expectation of privacy when using the Intermediate Unit-owned Electronic Communication Devices and when using the Intermediate Unit's WiFi or other service(s). In addition, students should have no expectation of privacy when they use Personal Electronic Communication Devices on the Intermediate Unit's WiFi or other service(s).
- f. When legally required and/or when in the interest of the student, the student's parent/guardian shall be notified.
- g. If an Electronic Communication Device, including a Personal Electronic Communication Device, is suspected of being stolen, the matter shall be turned over to law enforcement.
- h. Disciplinary consequences shall be in accordance with the Intermediate Unit's policies, regulations, rules, and procedures, including but not limited to Student Discipline, Acceptable Use, Bullying/Cyberbullying, Harassment, Social Media, and other policies.
- i. Violations of this Administrative Regulation should be reported to the Executive Director.

Reference: Board Policies, Regulations, Rules, and Procedures

Legal Authorization: School Code – 24 P.S. § 9-908-A, 9-914-A, 1317.1 ; Electronic Communications Privacy Act – 18 U.S.C. § 2510 et seq. ; Wiretapping and Electronic

Surveillance Act – 18 Pa. C.S.A. § 5703; Federal Children’s Internet Protection Act - 47
U.S.C. § 254; Pennsylvania Child Internet Protection Act – 24 P.S. § 4601 et seq.;
Bullying Act – 24 P.S. § 13-1303.1-A

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