

LGES personal device plan:

Devices are to be stored upon entering the classroom. They are not to be used at any time during the school day (including recess, field trips, lunch, afterschool programs). Devices should remain in backpacks or student storage including cubbies or bins at all times. When students are riding the bus to and from school, personal devices may be used, but only at the discretion of the bus driver and only if they are not a distraction as determined by the bus driver.

Lake George Elementary Personal Communication Devices

5312.9 - PERSONAL COMMUNICATION DEVICES

ELECTRONIC COMMUNICATION POLICY

It is the philosophy of the Lake George School District to embrace the use of technology when used appropriately. Electronic communication devices provide conveniences in our daily life; however, their use can easily disrupt or become a distraction to the broader mission statement of our district and the educational process. The Lake George School District electronic communication device policy provides ample opportunity for usage while protecting the educational process.

The use of a device is defined as but not limited to: talking, messaging, photographing, Internet usage, game playing, and any other software usage found on a device. DURING SCHOOL HOURS STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT BACKPACKS, CUBBIES, or Bins. ELECTRONIC COMMUNICATION DEVICES ARE TO REMAIN ON SILENT OR VIBRATE AT ALL TIMES WHILE IN STORAGE. Personal phone calls should be made on classroom phones or in the Main Office. Classroom phones may only be used by students with the permission of a staff member. Parents/Guardians may call the main office to have a message passed to their child.

NOTE: The term 'device' represents any communication device, including but not limited to, cell phones, electronic and watches, and earbuds.

PROTOCOLS FOR VIOLATIONS OF ELECTRONIC COMMUNICATION DEVICE POLICY **DURING SCHOOL HOURS STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT BACKPACKS, CUBBIES, OR STORAGE BINS.**

1. **First Offense** – Devices will be turned in to the Main Office by a teacher or staff member accompanied by a discipline referral. The DEVICE will be returned to the student at the end of the day*.
2. **Second Offense**: Devices will be turned in to the Main Office by a teacher or staff member accompanied by a discipline referral. A parent will be notified and will be required to reclaim the DEVICE from an administrator.
3. **Third Offense**: Devices will be turned in to the Main Office by a teacher or staff member accompanied by a discipline referral. A parent will be notified and will be required to reclaim the cell phone from an administrator. Additionally, other consequences may range from detention to a Superintendent's hearing.

Any student that refuses to hand their device over to a staff member will receive additional consequences ranging from detention to a Superintendent's hearing.

Inappropriate use of cell phones or other electronic devices will not be tolerated. This includes, but is not limited to, cheating, sending disruptive messages, taking inappropriate photos or videos, acts of bullying, threatening, harassing, or menacing in any manner. Students who participate in these behaviors will be subject to disciplinary consequences and may have their electronic communication device privileges suspended indefinitely.

School officials may search devices if there is reasonable suspicion that a student possesses illegal content or content that may pose a safety risk or substantial disruption to the educational process. Law enforcement may be notified if illegal content is found or information that poses a safety risk is found on a device. If the device is password protected and the student does not voluntarily comply with school officials, he or she may be suspended immediately and law enforcement may be contacted.

Disciplinary measures may range from a reprimand to Superintendent's Hearing. Inappropriate behavior and flagrant acts may result in suspension on the first offense.