

## **LAKE GEORGE JR.-SR. HIGH SCHOOL STUDENT HANDBOOK**

### **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.

For this policy, the use of a device is defined as but not limited to: talking, messaging, photographing, Internet usage, game playing, gambling, and any other software usage found on a personal device. "Internet-enabled devices" shall mean and include any smartphone, tablet, smartwatch, any electronic communication device, including but not limited to, cell phones with internet capability, electronic watches with internet and bluetooth capability, other device capable of connecting to the internet and enabling the user to access content on the internet, including but not limited to social media applications. However, "internet-enabled devices" shall not include non-internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the internet or internet-enabled devices supplied by the school district that are used for an educational purpose.

#### **DURING SCHOOL HOURS STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKERS. ELECTRONIC COMMUNICATION DEVICES ARE TO REMAIN ON SILENT AND/OR VIBRATE OR POWERED OFF AT ALL TIMES WHILE IN STORAGE.**

Students cannot access their personal devices throughout the entire school day (*for example - during passing times or free periods that are in the building or lunch periods or study halls or while in restrooms*). Personal phone calls should be made in the Main Office or Classroom Phones. Classroom phones may be used by students with the permission of a staff member. Parents/Guardians may call the school to have a message passed to their child. This policy is in effect for "The School day" and that shall mean the entirety of every instructional day during all instructional time and non-instructional time, including but not limited to homeroom (guide-room) periods, lunch, recess, study halls, free periods, and passing time. This policy is in effect on "school grounds" and that shall mean in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of our building/facility. Students are not permitted to leave school grounds/ the school building without parent/guardian permission and school approval.

<b>Time of Day</b>	<b>Personal Device Use</b>	<b>Further Explanation</b>
Passing Time	Not Allowed	DURING SCHOOL HOURS STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Guideroom	Not Allowed	DURING SCHOOL HOURS STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Study Halls/ Free Periods (in-the-building)	Not Allowed	Study Hall is an academic period. DURING SCHOOL HOURS STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Instructional Time	Not Allowed	DURING SCHOOL HOURS STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER

Library	Not Allowed	DURING SCHOOL HOURS, STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Lunch ( <i>anywhere in the building</i> )	Not Allowed	DURING SCHOOL HOURS, STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Emergency Drills/Situations	Not Allowed	DURING SCHOOL HOURS, STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Detention/Late Detention	Not Allowed	Devices are not allowed at any time while serving detention or late detention.
In-School Suspension	Not Allowed	Devices are not allowed at any time while serving In-School Suspension. DURING SCHOOL HOURS, STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Bus	Allowed	Personal devices may be used only at the discretion of the bus driver and only if they are not a distraction.
New York State Assessment and Exam Locations	Not Allowed	The New York State Department of Education prohibits cell phones or other electronic devices unless prescribed by a 504 plan or IEP. DURING SCHOOL HOURS, STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER
Period 10	Allowed	Allowed at the discretion of the period 10/after school teacher, staff member, coach, or activity adviser.

For urgent messages, parents/guardians can contact a student during school hours by calling the school's main phone number. School staff will ensure the student receives the message promptly.

Students may be authorized to use a personal internet-enabled device during the school day on school grounds if authorized by a teacher, principal, or the school district, for a specific educational purpose or where necessary for the management of a student's healthcare, in the event of an emergency, for translation services, on a case-by-case basis, upon review and determination by a school psychologist, school social worker, school administrator, or school counselor, for a student caregiver who is routinely responsible for the care and wellbeing of a family member, or where required by law.

**PROTOCOLS FOR VIOLATIONS OF ELECTRONIC COMMUNICATION DEVICE POLICY**  
DURING SCHOOL HOURS, STUDENT PERSONAL DEVICES MUST BE STORED IN STUDENT LOCKER. *\*Any student who refuses to hand their device over to a staff member will receive additional consequences ranging from detention to a Superintendent's hearing.*

1. **First Offense** – Devices will be turned into the Main Office by a teacher or staff member, accompanied by a discipline referral. The cell phone will be returned to the student at the end of the school 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 cell phone from an administrator at the end of the school day.
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 at the end of the school day. Additionally, repeated offenses of this policy may result in further consequences that could range 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.**

As relevant and practical, appropriate school officials will work with parents/guardians if there is reasonable suspicion that a student's cell phone or other electronic device as defined by this provision, 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 cooperate with school officials, the student may face disciplinary consequences per the relevant code of conduct provisions, and law enforcement may be contacted.

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