BOARD POLICY
PERSONAL COMMUNICATION DEVICES

For purposes of this policy, “personal communication device” (PCD) includes computers, tablets, electronic readers, cell phones (e.g., mobile/cellular telephones, smartphones), and/or other web-enabled devices of any type used by district students.

**PCD Guidelines**

- Staff are the decision-makers regarding appropriate uses of technology in classes. Use of personal devices unrelated to the assigned learning task is not permitted and may result in disciplinary action.
- Equity of instructional technology is important. In circumstances when a personally-owned device is unavailable to bring to school, the student may be provided with a school-owned device when necessary for a lesson, project, or other learning activity.
- Students are not allowed to take pictures or record video/audio of other students or school staff without the permission of a teacher or administrator.
- Students may access the Internet only through the district’s wireless public network, which provide filtered Internet access. Students are not allowed to use other Internet connection methods, such as 3G/4G data plans.
- Students and their families assume sole responsibility for their device. The school district is not responsible for the safety, security, loss, theft, damage, or misuse of any personal device.
- Students and their families assume responsibility for the technical support and maintenance of personally owned devices, including troubleshooting and repair costs.
- Students and their families assume responsibility for any desired insurance for their personal device.
- All relevant state statutes apply to the use of personal devices.
- Sharing of personal devices is not permitted.
- District staff may examine personally-owned devices and search their content if it is part of an investigation into a suspected violation of school rules or law, as permitted by state statute. Random searches will not be conducted. Student removal of a memory chip or battery from a phone in the process of being confiscated is considered grounds for disciplinary action by school administration.
- A permission slip signed by a parent/guardian (or by a student of majority age) indicating acknowledgement of, and agreement to, the Personal Communication Device Guidelines is a requirement prior to a student’s use of a PCD during the school day.
BOARD POLICY
MISUSE OF PERSONAL COMMUNICATION DEVICES

Students shall have no expectation of confidentiality with respect to their use of PCD’s on school premises/property, or while attending school events off school premises/property.

Except as authorized by a teacher or administrator, students are prohibited from using PCDs during the school day, including while attending school events off-campus, to, for instance, but without limitation, capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper authorization from a teacher or administrator and without the consent of the subject is considered an invasion of privacy and is not permitted.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 366.3 – Cyberbullying (http://www.waupun.k12.wi.us/Policy/300/366-3.pdf).

In particular, students are prohibited from using PCDs to:

(1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and
(2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Students are also prohibited from using a PCD to view, capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCD’s to receive such information.
Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement.

School officials will not search or otherwise tamper with PCD’s in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

Violation of this policy may also result in a student losing his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.
Personal Communication Device Guidelines

In our continuing efforts to expand opportunities for student learning through the use of technology, secondary students may use personal communication devices (PCD) such as laptops, netbooks, tablets, and smartphones to access the district's wireless network for use in specified classes and/or for identified projects starting in the 2013-14 school year.

The effort is part of Waupun Area School District’s commitment to creating a 21st century learning environment which maximizes technology. Upon instructor approval, students will be able to use their devices as an educational tool in the classroom subject to the following guidelines.

Guidelines

- Staff are the decision-makers regarding appropriate uses of technology in classes. Use of personal devices unrelated to the assigned learning task is not permitted and may result in disciplinary action.
- Equity of instructional technology is important. In circumstances when a personally-owned device is unavailable to bring to school, the student may be provided with a school-owned device when necessary for a lesson, project, or other learning activity.
- Students are not allowed to take pictures or record video/audio of other students or school staff without the permission of a teacher or administrator.
- Students may access the Internet only through the district’s wireless public network, which provide filtered Internet access. Students are not allowed to use other Internet connection methods, such as 3G/4G data plans.
- Students and their families assume responsibility for their device. The school district is not responsible for the safety, security, loss, theft, damage, or misuse of any personal device.
- Students and their families assume responsibility for the technical support and maintenance of personally owned devices, including troubleshooting and repair costs.
- Students and their families assume responsibility for any desired insurance for their personal device.
- All information and guidelines for appropriate use contained in the Student Handbook, Board of Education Policy on Personal Communication Devices, apply to the use of personally-owned devices.
- All relevant state statutes apply to the use of personal devices.
- Sharing of personal devices is not permitted.
- Consequences for misuse of personal devices can be found within the district’s Policy on the Misuse of Personal Communication Devices Policy and student/parent handbooks.
- District staff may examine personally-owned devices and search their content if it is part of an investigation into a suspected violation of school rules or law, as permitted by state statute. Random searches will not be conducted.
removal of a memory chip or battery from a phone in the process of being confiscated is considered grounds for disciplinary action by school administration.

- A permission slip signed by a parent/guardian (or by a student of majority age) indicating acknowledgement of, and agreement to, the Personal Communication Device Guidelines is a requirement prior to a student’s use of a PCD during the school day.

Questions regarding the use of PCD’s may be directed to Denise Leong, Technology Director, 324-9341, ext. 2113 or dleong@waupun.k12.wi.us.
Waupun Area School District
Personal Communication Device Agreement

Use of a Personal Communication Device (PCD) on the Waupun Area School District’s premises, and/or its wireless network is a privilege that should be used to support learning appropriate for school and individual classes. Therefore, by signing this agreement, the student and his/her parent(s)/guardian(s) acknowledge that they have read the Personal Communication Device Guidelines and the School Board policy on Misuse of Personal Communication Devices, and understand the student’s responsibility to comply with the rules set forth therein. (Guidelines available on the district website.)

The student and his/her parent(s)/guardian(s) should be aware that the Waupun Area School District does not have control of the information on the Internet but takes reasonable measures to protect our students through Internet filtering and education of ethical and appropriate use. Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. The parent(s)/guardian(s) of minors are, therefore, responsible for setting and conveying any additional standards that their child should follow related to use of the Internet.

With the above understandings, the student’s parent(s)/guardian(s), by signing this agreement, hereby give permission for the student to bring an Internet-Ready device to school and use it on the Waupun Area School District wireless network.

Student Signature  Date  Grade

____________________________  ______________________  ______

Student Name (please print)

____________________________

Parent/Guardian Signature  Date

____________________________  ______________________

Parent Name (please print)