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I. PURPOSE

The purpose of this policy is to set guidelines and procedures for the use of personal electronic devices in the classroom by teachers, staff and students at Kaleidoscope Charter School (KCS).

II. GENERAL STATEMENT OF POLICY

- A. The world in which we live is increasingly more driven and saturated with technology. Students have access to numerous personal electronic devices. Guiding the appropriate usage of these devices during the school day, on school property and/or involving KCS teachers, staff and students will only strengthen the positive, educational atmosphere that the school district seeks to foster.
- B. This policy establishes the parameters for possessing personal electronic devices and establishes limits on those devices capable of receiving or transmitting information or images. The purpose of this policy is twofold. First, it is functional: to minimize distraction and focus students' attention on their work at school rather than their personal electronic devices. Secondly, it is to ensure that personal electronic devices are used in a virtuous manner providing for the physical and emotional security of all. Technology use is a privilege, not a right, and it is to be treated as such.

III. DEFINITIONS

"Personal Electronic Device" or "Electronic Device" is defined as a device, such as, but not limited to, cell phones, iPads, tablets, music players, video games, etc.

IV. LIMITATIONS

- A. Students in grade 9-12 may possess personal electronic devices at school, or at school events off campus. Students in grades 9-12 are prohibited from any use of personal electronic devices during the school day and it must be kept in their locker. 9-12 students may use their cell phones during the lunch period.
- B. It is not recommended for students in grades 6-8 to bring personal electronic devices to school; however, students in grades 6-8 may possess a personal electronic device at the discretion of a parent or guardian. Students in grades 6-8 are prohibited from any use of personal electronic devices during the school day. Personal electronic devices may only be used before or after school day hours. During the school day, the student shall secure the personal electronic device in their locker. This does not exclude procedures already in place.

Policy 539

Personal Electronic Devices: Safe and Acceptable Use

- C. It is not recommended for students in grades K-5 to bring personal electronic devices to school; however, students in grades K- 5 may possess a personal electronic device at the discretion of a parent or guardian. Students in grades K-5 are prohibited from any use of personal electronic devices during the school day. Personal electronic devices may only be used before or after school day hours. During the school day, the student shall secure the personal electronic device in their locker or cubby in their backpack. This does not exclude procedures already in place.
- D. Students bring personal electronic devices to school at their own risk. KCS assumes no liability for loss, theft, damage, nor liability for any use of an electronic device. If a device is confiscated under violation of this policy, no responsibility for the safety or security of the device is guaranteed.
- E. Students may not use the photographic, video-graphic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording or reproduction of the same of any student or staff person without the express consent of a staff person, or under the supervision of a teacher or administrator. This section also applies when on the school bus to and from the school buildings. Special permission for cell phone use may be granted while on field trips and other educational opportunities (i.e. Wolf Ridge trip, Powder Ridge skiing, etc.)
- F. Under no circumstances may personal electronic devices be used in locker rooms, restrooms or any rooms or areas designated for changing clothing.

V. STANDARDS FOR RESPONSIBLE USE

- A. Teachers, staff and students who use personal electronic devices outside the school day but while on campus, school transportation, or at a school event, will exhibit respect for the educational environment by:
 - 1. Respecting copyright rights of others,
 - 2. Refraining from using electronic devices to cheat or assisting others to cheat, and
 - 3. Use of personal electronic devices on school buses shall not interfere with the safe operation of the bus, or the safety of other students or drivers.
- B. Teachers may allow, with the approval of administration, the use of a personal electronic device if the situation would have an added benefit to student safety and/or the learning environment.

VI. VIOLATIONS OF POLICY

Any student who fails to follow this policy will be subject to discipline as defined in KCS Policy 506 – Student Discipline. Potential additional discipline can include:

- A. **1st offense:** The electronic device will be confiscated by the teacher and/or staff member. The student can pick it up from said teacher and/or staff member at school day dismissal.
- B. **2nd offense:** The electronic device will be confiscated and brought to the office. The parent(s)/legal guardian(s) will be notified, and the student can pick it up at school day dismissal.
- C. **3rd offense:** The electronic device will be confiscated and brought to the office. Parent(s)/legal guardian(s) will be notified, and the student can pick it up at school day dismissal. The parent(s)/legal guardian(s) of the student will meet with the Principal and/or the Dean of Students to discuss the situation within 3 (three) school days.

Policy 539
Personal Electronic Devices:
Safe and Acceptable Use

Note: The applicability and enforceability of this policy 507 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.