

This procedure is to be used as the outline of carrying out the Tucker County Board of Education Section 5000 Policy 5136 Personal Communication Devices (PCDs)

PCD's are defined as **cell phones**, tablets, notebooks, laptops, computers or other such devices.

Students may use personal PCD's before and after school, during lunch breaks, between classes, during and after school activities such as sporting events, productions, etc as well as school functions-Winter Formal, Prom, etc. The use of PDA's during other times is prohibited. During class times, PCDs must be powered off (not placed on vibrate) and **stored out of sight**. A PCD that is powered off but within sight is a violation of the policy.

At any time students are riding on buses, the bus driver will notify students of the rules of PCD usage on the bus. If the bus driver does not allow the use of PCDs, it shall be turned completely off and stored out of sight. The bus driver has the final authority on PCD usage on the bus; no other adult on the bus can allow students to use the PCDs if the bus driver does not allow it. Distracting behavior that creates an unsafe environment will not be tolerated and will result in consequences.

Students are prohibited from using PCDs to record or transmit words/sounds (audio) or take pictures (visual) of others without first having their consent. Not having the prior consent is an invasion of privacy and is not permitted. If the violation involves potentially illegal activity, the PCD will be confiscated and turned over to law enforcement.

PCD's, included but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists, this is strictly prohibited. These locations include but not limited to: gymnasiums, locker rooms, showers 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.

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 5517.01-Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCD's 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 (including sexual orientation/transgender identity), 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. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using a PCD to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. With permission from the teacher, students may use school phones to contact parents/guardians during the school day.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or abuses this privilege

Any school personnel who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. The building principal will administer the consequence as listed in this procedure in each instance of a violation:

#### 1. First Violation

A. Confiscation of the PCD, which will be placed in a sealed, marked envelope and turned in to the „principal.

B. The parent/guardian will be called to report to school to retrieve the PCD after a conference. Parent/Guardian is defined as the person listed in WVEIS as such and is the only person(s) who may report to retrieve the PCD.

C. The attached form will be completed and will be signed by student, parent/guardian, and principal. All parties will receive a copy of the form in addition to the school personnel who reported the violation.

#### 2. Second Violation

A. Confiscation of the PCD, which will be placed in a sealed, marked envelope and turned in to the principal.

B. The parent/guardian will be called to report to school to retrieve the PCD after a conference. Parent/Guardian is defined as the person listed in WVEIS as such and is the only person(s) who may report to retrieve the PCD.

C. The attached form will be completed and will be signed by student, parent/guardian, and principal. This will serve as your notice that you will not be allowed to bring any PCD device to school for the remainder of the year. All parties will receive a copy of the form in addition to the school personnel who reported the violation.

D. Student will be banned from bring any PCD device to school for the remainder of the school year.