



PERSONAL ELECTRONIC DEVICE POLICY

Handbook Update 1/27/16

A personal electronic device (**PED**) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PEDs: cellular and wireless telephones, pagers/beepers, smart-watches, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, tablets, laptops, and other devices that allow a person to record and/or transmit (on either a real-time or delayed basis) sound, video or still images, text, or other information.

St. Mary Catholic High School

Students may bring PEDs to school. Students holding a gold honor card may use these devices in common areas only during passing time and lunch time as long as they do not create a distraction or disruption, or otherwise interfere with the educational environment. If a student does not have a gold honor card, he/she may not use a PED, but may use his or her school-leased laptop. Students may not use PEDs in classrooms, unless permission is granted by a teacher.

Students MUST go to the school office and obtain permission to call their parents in lieu of using a PED. During school hours, parent(s) wishing to contact students must call the school office.

No expectation of confidentiality will exist in the use of PEDs on school premises/property. Administration reserves the right to check the content of confiscated PEDs. If the PED is password protected, the student must enter the password for administration and unlock it. If the PED was used to cheat or if inappropriate material is found on it, consequences may be imposed.

PEDs, including but not limited to those with cameras, may not be possessed, 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, restrooms, or any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The principal has authority to make determinations as to other specific locations and situations where possession of a PED is absolutely prohibited. Violation of this rule may involve the police.

Students are prohibited from using PEDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person during the school day, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PED to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by administration.

Students are prohibited from using a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are prohibited from using a PED to capture 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 their PEDs to receive such information.

Students are personally and solely responsible for the care and security of their PEDs. SMCS assumes no responsibility for theft, loss, damage, or vandalism to PEDs brought onto its property, or the unauthorized use of such devices.

For minor offenses, the consequences are as follows:

- 1st offense – honor card mark and confiscation of the PED, which can be picked up from administration after school
- 2nd offense – honor card mark and confiscation of the PED, which can be picked up from administration after school by a parent/guardian
- 3rd offense – honor card mark, confiscation of the PED, which can be picked up from administration after school by a parent/guardian and loss of privilege to use a PED in school for a length of time determined by administration.

For major offenses (cheating, inappropriate photos or recordings) disciplinary actions such as detention, suspension or referral to the police may be taken.

St. Mary Catholic Middle School

Students may bring PEDs to school. Students may not use PEDs in classrooms, unless permission is granted by a teacher. PEDs may be carried during the day and may be used for communicating, with permission, in the school office, but are to be turned off and kept out of sight during school hours.

During school hours, parent(s) wishing to contact students must call the school office.

If a student fails to follow the guidelines for PEDs, the consequences are as follows:

- 1st offense –confiscation of the PED, which can be picked up from administration after school and responsibility card mark (7th and 8th grade only)
- 2nd offense –confiscation of the PED, which can be picked up from administration after school by a parent/guardian and responsibility card mark (7th and 8th grade only)
- 3rd offense –confiscation of the PED, which can be picked up from administration after school by a parent/guardian, loss of privilege to bring a PED to school for a length of time determined by administration and responsibility card mark (7th and 8th grade only).

No expectation of confidentiality will exist in the use of PEDs on school premises/property.

Administration reserves the right to check the content of confiscated PEDs. If the PED is password protected, the student must enter the password for administration and unlock it. If the PED was used to cheat or if inappropriate material is found on it, consequences may be imposed.

PEDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations

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Students are prohibited from using PEDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during the school day, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PED to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by administration.

Students are prohibited from using a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are prohibited from using a PED to capture 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 their PEDs to receive such information.

Students are personally and solely responsible for the care and security of their PEDs. SMCS assumes no responsibility for theft, loss, damage or vandalism to PEDs brought onto its property, or the unauthorized use of such devices.

St. Mary Catholic Elementary Schools

Students may not bring PEDs to school without permission from a teacher, with the consent of an administrator, for an educational purpose. If a student brings a PED to school, it is to be left in the office during the day when not in use, and taken home at dismissal.

During school hours, parent(s) wishing to contact students must call the school office. If a student fails to follow the guidelines for PEDs, it will result in confiscation of the PED, which can be picked up from administration after school by a parent/guardian.

SMCS assumes no responsibility for theft, loss, damage or vandalism to PEDs brought onto its property, or the unauthorized use of such devices.