

## Procedure: Students and Electronic Devices

The Wenatchee School District believes that social media and unstructured access to personal electronic devices create barriers to learning. To foster a more constructive learning environment and promote healthy social and emotional development, the Wenatchee School District has created a cell phone-free school policy during the school day. Recognizing that cell phones are highly sensitive and personal, this procedure aims to anticipate potential conflicts, uphold individual rights, and ensure clarity in its wording and interpretation.

### Definitions

- **Electronic Devices:** In accordance with Policy 3245, this term encompasses, but is not limited to, smartphones, tablets, wireless earbuds, smartwatches, and laptops. This procedure applies to any devices that emit audible signals, vibrate, display messages, or otherwise summon or deliver communications to students during the instructional day at any Wenatchee School.
- **School Official:** Any staff member authorized to enforce school rules and policies.
- **Sexually Explicit Content:** As defined in RCW 9.68A.011.
- **Reasonable Suspicion:** A set of facts or circumstances that would lead a reasonable person to believe that a student has violated the law or district policy.
- **Regular School Day:** The regular school day starts when students enter the school and ends when they leave at the end of the day. This includes all instructional time, passing times between classes, and lunch periods.
- **Designated Areas:** Specific locations on school property, identified by signage or other official communication (e.g., student handbook, school website), where the use of personal electronic devices is permitted outside of the regular school day. These areas may vary by school, specific events, or circumstances and will be clearly communicated.

### Purpose

To establish clear steps for students and staff regarding the use of electronic devices in schools, ensuring a safe and productive learning environment while respecting individual rights.

### Scope

This procedure applies to all students on school property during the regular school day. This includes, but is not limited to, school buildings, grounds, parking lots, school-sponsored events (both academic and extracurricular), and school-provided transportation.

### Usage Details

- **During the regular school day:**
  - Middle schools: Personal electronic devices will be stored according to school policy.
  - Wenatchee High School, WestSide High School, and Wenatchee Valley Technical Skills Center: Personal electronic devices will be stored in Yondr Pouches.
- **Disruption of Learning Environment:** Staff will address any use of personal electronic devices that disrupts the learning environment. This includes, but is not limited to, excessive noise, visual distractions, or interference with instructional activities.
- **Privacy Rights of Others:** Students shall not use devices to photograph, record, or transmit images or audio of other students or staff without their explicit consent.

- **Academic Integrity:** Students shall not use electronic devices to cheat, plagiarize, or engage in other forms of academic dishonesty. Teachers will clearly define what constitutes acceptable and unacceptable use of school-issued electronic devices for academic purposes (e.g., using devices for research, etc.).

### **Student Responsibility**

Students are responsible for any devices they bring to school. The district shall not be responsible for loss, theft, or destruction of personal electronic devices brought onto school property or to school-sponsored events. Signage may be posted in common areas reminding students of their responsibilities.

### **Additional School Rules**

- Individual schools may establish additional rules regarding electronic device use, provided they are consistent with Policy 3245 and this Procedure.
- Any additional school rules must be communicated to students and parents/guardians in writing.

### **Exemptions**

Most exemptions happen outside of the regular school day unless otherwise stated below:

- **Academic Purposes:** Teachers may grant temporary exemptions for the use of personal electronic devices for specific, directed academic study or extended information projects that cannot be adequately completed with school-issued devices. Such exemptions must be clearly communicated to students and supervised.
- **School-Sponsored Trips:** For out-of-town and overnight school-sponsored trips, specific guidelines regarding electronic device use will be provided by the supervising staff prior to the trip.
- **Special Events:** During special school events (e.g., graduation ceremonies, field trips), specific allowances for electronic device use may be communicated in advance by school administration or event organizers.
- **Authorization:** All exemptions must be authorized by a school administrator or designated staff member and communicated clearly to affected students and staff.

### **Disciplinary Action**

- **Reasonable Suspicion:** If a school official has reasonable suspicion that a student has violated the Students and Electronic Devices Policy, the official will:
  - Approach the student and explain the reason for the suspicion.
  - Request that the student hand over the electronic device.
  - If the student refuses, the official will involve another staff member or administrator.
- **Documentation:** The school official will document taking the device, including:
  - The student's name
  - The date and time
  - The reason for taking the device
  - The name of the staff member(s) involved
- **First offense -** The device will be handed over to a staff member and sent to the school's main office to be stored in a secure location (e.g., locked office, safe). The device will not

be returned to the student until the end of the school day. The family will be contacted and a restorative conversation will be held with the student. This initial action is considered a temporary **removal** of the device for the duration of the school day, allowing the student to retrieve it at dismissal.

- **Second offense** - The device will be handed over to a staff member and sent to the school's main office to be stored in a secure location (e.g., locked office, safe). The school will make reasonable attempts (phone call, email, ParentSquare, etc.) to notify the student's parent or legal guardian as soon as possible. The phone will only be returned to a parent or guardian, who will be notified that they need to come to the school office to pick up the device. The return of the device to the parent or guardian will be documented. Another restorative conversation with the student and possibly a parent will be held.
- **Any further offenses** will be handled on a case-by-case basis, which could include further discipline. Please refer to Policy and Procedure 3241 (Student Discipline) for disciplinary actions.

### **Prohibited Content Enforcement**

Any incident involving a student sending, sharing, viewing, or possessing sexually explicit content on an electronic device will be considered a serious violation, subject to disciplinary action. This includes content created on or stored on the device, regardless of whether it is actively being viewed or shared, and applies across all school property, school-sponsored events (academic and extra-curricular), and school-provided transportation.

### **Confiscation, Search and Seizure Guidelines**

- **Reasonable Suspicion:** If there is reasonable suspicion that a student has been involved in violating the law or district policies with a personal electronic device, the device will be confiscated, and a search of the device will be conducted. The parameters for such a search are strictly limited to the specific alleged violation.
- **Authorization:** Searches should be conducted by a school administrator or their designee, in the presence of another staff member whenever possible.
- **Scope of Search:** The search will be limited in scope to the alleged violation. For example, if the suspicion involves prohibited content, the search will focus on files or applications where such content might be stored. The search should be as minimally intrusive as possible while still achieving its purpose.
- **Documentation:** A detailed record of the search will be maintained, including:
  - The student's name.
  - The date and time of the search.
  - The reason for the search.
  - The names of the staff members involved.
  - A list of all files or content accessed during the search.
  - The outcome of the search (i.e., whether any evidence was found).

These compliance and documentation procedures are designed for safe and simple administration, ensuring accountability and adherence to student rights.

- **Law Enforcement Referral:** If the search reveals content or images that violate state or federal laws, the school official will immediately report the findings to law enforcement and preserve the evidence.

**Staff and Visitor Conduct**

Staff members and visitors are prohibited from sharing their personal electronic devices with students during the regular school day, except in approved emergency situations as authorized by a school official.

**Training**

All staff members will receive updates on Policy 3245 and this Procedure, including student protocols specific to their respective buildings.

**Communication**

This procedure will be communicated to students and parents/guardians through the student handbook, school website, and other appropriate channels.

**Review and Revision**

This procedure will be reviewed periodically and revised as necessary by district staff to ensure compliance with applicable laws and regulations and to promote a safe and productive learning environment.

Adoption Date: 6.25

Classification:

Revised Dates: