

**Personal Communication Devices and Social Media
Procedures and Guidelines**

Students may use and possess personal communication devices on district grounds subject to the following:

1. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules¹;
2. Unless as authorized in advance by the [principal] or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal communication devices may be used during the student's lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;
3. At no time will any personal communication device which allows for a wireless, unfiltered connection to the Internet be allowed to be used for such purposes while on MESD property or while the student is engaged in MESD-sponsored activities
4. Cellular telephones which have the capability to take "photographs" or "video" shall not be used for such purposes while on MESD property or at MESD-sponsored events unless as expressly authorized in advance by the principal or designee;
5. MESD shall not be responsible for loss, theft or damage to personal communication devices brought to MESD property or MESD-sponsored events;
6. Personal communication devices must not be displayed in plain view during prohibited times of use;
7. Personal communication devices such as Palm Pilots, personal digital assistants (PDAs) and laptop computers, may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP), or if permission is received from the student's teacher;
8. The use of personal communication devices in any way to send or receive messages, data or information that would disrupt the learning environment or pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;

¹The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

9. The use of personal communication devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
10. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal and teacher concerning the appropriate use of personal communication devices;
11. Personal communication devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;
12. Students may not access social media sites using district equipment, while on MESD property or at MESD-sponsored activities unless the access is approved by an MESD representative.