

Salmon Bay Bring Your Own Device Policy

At Salmon Bay, we want to capitalize on the usefulness of personal electronic devices while preventing some of the disruptive behaviors associated with such devices. The intent of this policy is to strike that balance. We expect these guidelines and rules will be adjusted as we continue to evaluate how to guide students on the use of their own technology in the learning spaces at our school.

Definition of Terms

As used in this policy, “Electronic Devices” includes phones, music players, tablets and laptops. “School Hours” refers to hours of supervision – including approved supervision time before the start of the academic day. For 2014-2015 these hours are from 8:15 a.m. until dismissal - 3:10 p.m. for elementary and 3:15 p.m. for middle school.

Acceptable Use – Educational Purposes Only

Use of electronic devices on school grounds during school hours must be for educational purposes. This includes the use of school equipment and personal devices. Before or after school hours, electronic devices may be used on school property, though school and district personnel retain the right to require devices be put away or turned off. On buses, students must follow the driver’s instructions in regard to device/headphone usage.

Educational uses of technology include: using the Internet for research, checking grades on the Source, creating multimedia projects, reading eBooks, typing notes, word processing, using calculators and graphing software, and other activities teachers deem to serve an educational purpose. Teachers will take into account any IEP or 504 accommodations and work with the case manager to implement these.

Prohibited non-educational activities include: playing games, texting, listening to music, and checking social networking sites.

Personal electronic devices may only be used with teacher permission. Students are responsible for checking in with teachers if they are uncertain whether or not they may use their personal devices. Teachers reserve the right to tell students to put away technology they deem to be distracting in the classroom.

Etiquette

- Devices should be used on a table/desk such that the screen is visible. Students can be asked to show what they are working on or what is on their screen.
- Cell phones are not to be used in the halls, in bathrooms, at lockers, in the lunchroom or on the playground. Students should not be texting/receiving texts, making/receiving phone calls or listening to music/podcasts during the school day except with by specific staff permission.
- Technology must not distract from the learning environment.
- Students must silence cell phones before school begins.
- Headphones must be used when listening and watching educational audio recordings and video. Headphones may not be worn outside of classrooms or learning spaces during the school day.

Wireless Use – Required Connection To Filtered Network

During school hours, students must use the district's filtered wireless network to access the Internet. Students may choose to use the district's wireless network outside school hours, but allowed use of the network remains limited to educational purposes.

The school does not guarantee privacy for data transmitted on the wireless network. All data uploaded or downloaded on the network should be school appropriate. Students are advised to avoid sending any personal data or images electronically.

The wireless network uses the same filtering software as the district's computers. The school cannot guarantee that students will be closely monitored at all times they are using the wireless network. Parents and guardians who are concerned about unsupervised use should consider not providing their students with Internet-enabled devices at school.

Consequences

Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action.

Devices being used inappropriately, without permission, or in contravention of the above guidelines will be confiscated. Confiscated phones or other devices will be turned into the office, with the following progression of consequences:

- 1st Confiscation: Device may be picked up by the student at the end of the day from the front office.
- 2nd Confiscation: Device may be picked up by the student subsequent to a conference with an administrator around appropriate use.
- 3rd Confiscation: Phone will be returned to parent custody and student will lose permission to use their device at school for remainder of the semester.

Device Safety – Owner's Responsibility

Salmon Bay and Seattle Public School are not responsible for lost, stolen, or damaged personal electronic devices. Students who bring personal devices to school do so at their own risk. Students may keep devices with them instead of storing them in lockers, but the devices should remain out of sight with ringers and sound off unless they are being used for an acceptable purpose.