

# Albuquerque Public Schools

## Student Acceptable Use of Personal Electronic Devices



For purposes of this procedural directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

For purposes of this procedural directive, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

### Student Rights and Responsibilities

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends. In addition, students in high school grades 9-12 may use such devices during their lunch period as determined by the school administration.
3. These devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity meeting or practice held on Albuquerque Public Schools property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
  - A. The student has a special medical circumstance for self or family member.
  - B. The student is using the device for an educational or instructional purpose with the teacher’s permission and supervision.
4. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.
5. Student use of personal electronic devices shall be prohibited in areas including, but not limited to locker rooms, classrooms, bathrooms, and swimming pool areas.
6. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites and You Tube.
7. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student’s parent/legal guardian. It is the student’s parent/legal guardian’s responsibility to retrieve the device according to school procedures.

### Unauthorized Use

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Transmitting school materials for unethical purposes such as cheating.
3. Any activity which may be in violation with the Albuquerque Public Schools Bullying Prevention policy and procedural directive.

## District Staff Rights and Responsibilities

1. Albuquerque Public Schools shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student's care. The school where the personal electronic device is confiscated shall be responsible for the theft, loss or damage of personal electronic devices if the district employee demonstrated reckless disregard for internal procedures developed by the school. The school shall be responsible for the theft loss or damage of personal electronic devices confiscated by district staff if the school has not developed internal procedures.
2. The school shall develop internal procedures for staff concerning confiscation of personal electronic devices. These procedures shall include, but are not limited to, expectations that the staff will immediately secure the device and turn the device into the school designated location, develop a process for parents/legal guardians to retrieve devices, and record when the device was confiscated and why.
3. District staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, district staff shall follow all district and school procedural directives and processes.
4. District staff may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:
  - a. The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
  - b. The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

## Corrective Action

Corrective action shall be determined by the number of previous acts, the nature of the act, and the context in which the alleged act occurred. Consequences may range from positive behavioral interventions to suspension and expulsion for repeated and/or severity of the violations.

**Administrative Position:** Associate Superintendent of High Schools/Associate Superintendent of Middle Schools/Associate Superintendent of Elementary Schools

**Department Director:** Associate Superintendent of High Schools Project Manager/Associate Superintendent of Middle Schools Project Manager

**Introduced:** April 30, 2010

**Approved:** May 14, 2010

## PARENT AND STUDENT ACKNOWLEDGEMENT

**I have read this policy and understand that my student must abide it.**

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Parent Signature

Date

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Student Signature

Date