

# **SUGGESTED STUDENT DISCIPLINE RULES RELATED TO ELETRONIC COMMUNICATION DEVICES (Short Version)<sup>1</sup>**

March 2013

Dear Parents and Guardians,

We recognize that electronic communication devices are an important part of our everyday world and are increasingly being used in teaching and learning. However, we do not want these devices to interfere with the students' learning environment. Please read the following discipline rules with your student and return the form with your signatures. Thank you.

1. Students must follow school rules when using any of the following electronic communication devices (ECDs) regardless of whether the ECD is school-owned or not:
  - Cell phones
  - Computers
  - Pagers
  - iPads and other tablets
  - iPods and iPod touch
  - Portable game units
  - Other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, MySpace, and Twitter.
  
2. School rules governing ECD use apply when students are:
  - Attending class
  - Socializing in hallways and elsewhere on school grounds when school is in session
  - Using school media centers, restrooms, locker rooms, gyms, and other school facilities
  - Going to and from school
  - Eating lunch on campus
  - Attending school-sponsored activities off campus, such as field trips, dances
  - Attending school-related activities off campus, such as football away games
  - Off campus if their use of ECDs causes material disruption at school and/or substantially interferes with the rights of other students or school personnel as described in section 3 below.
  
3. The following may result in student discipline at any of the above activities:

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<sup>1</sup>Note to Administrators: These rules are developed in the context of federal and California law. It may be appropriate to have both teachers and students review these rules to see if they are understandable or should be reworded to make them so. These rules are suggestive only and are not intended to take the place of expert advice and assistance from a lawyer. If specific legal advice or assistance is required, the services of a legal professional should be sought.

- Refusal to turn off an ECD when instructed to do so by a teacher, administrator, coach, counselor, or other school official
  - Damaging an ECD owned by the school or another student or staff member
  - Using an ECD to cheat on any type of school assignment, including getting and giving answers to tests and copying from the internet
  - Using an ECD to bully, threaten, harass, or attack another student or school personnel whether or not communicated directly to that person. This includes but is not limited to:
    - Posting a burn page on the internet that targets a student or group of students, resulting in emotional or physical harm
    - Knowingly creating a credible impersonation of another student without that student's consent with the purpose or having the effect of bullying
    - Creating a false profile of a fake student or creating a false profile using the likeness of an actual student, with the purpose or having the effect of bullying
  - The use of the ECD causes disruption to instruction or educational activities, or causes interference with the rights of students and school personnel.
  - Sending, asking to receive, or making available to viewers in any capacity, pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act.
4. When a student misuses a school-owned or student-owned ECD, the school may do the following, as long as the severity of the school's action matches the seriousness of the student's misuse of the ECD:
- Warn the student, verbally or in writing
  - Confiscate the ECD. Depending upon the offense and who owns the ECD, the school may keep the ECD for the rest of the school day or longer
  - Deny the student the privilege of participating in co-curricular, extracurricular and athletic activities in accord with student discipline procedures
  - Contact the student's parents, school security, or the police
  - Suspend or expel the student from school in accord with student discipline procedures
  - Search the ECD within the context of the alleged misuse
5. Additionally, the school may punish students who misuse school-owned or student-owned ECDs away from school on their own time if both of the following are true:
- The student's use of the ECD causes harm to the school, other students, or school personnel due to material disruption at school or substantial interference with the rights of others.
  - The student knew, or should have known, that the harm would happen

I have received a copy of these Student Discipline Rules governing my use of electronic communication devices (ECDs). I understand that failure to follow these rules may result in discipline and affect my right to use ECDs while at school and at school-sponsored or related activities both on and off campus.

\_\_\_\_\_  
Name of Student (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Please return this form to the school office no later than \_\_\_\_\_.