LANCASTER COUNTY  
CAREER &  
TECHNOLOGY CENTER  

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237. ELECTRONIC AND PERSONAL COMMUNICATION DEVICES

1. Purpose

The Joint Operating Committee recognizes that the school environment should be safe and secure for employees, students, and visitors. The Joint Operating Committee also recognizes the need to provide access to technological resources.

2. Definition

Electronic and personal communication devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, smartphone and laptop computers, as well as any new technology developed with similar capabilities.

3. Authority

SC 1317.1, 1850.1

It is the intention of the Joint Operating Committee to limit the use of electronic and personal communication devices and to prohibit the possession of laser pointers and attachments by students on center property, on buses and other vehicles provided by the center and at center-sponsored activities.

Electronic Images And Photographs

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal or inappropriate images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is prohibited. The term inappropriate shall refer to any image or photograph, the dissemination of which could or does result in substantial disruption to the functioning of the center.

Photographing or recording students or staff members without their permission is prohibited.

Because the conduct listed above may constitute a crime under state and/or federal law, the center may report such conduct to state and/or federal law enforcement agencies.
4. Delegation of Responsibility

The Executive Director or designee shall annually notify students, parents/guardians, and staff about the center’s electronic and personal communication device policy by publishing such policy in handbooks and posting it on the center’s website.

5. Guidelines

**Personal Communication Devices**

**Pol. 113, 815**

In addition to the circumstances specifically prohibited and listed above, student use of communication devices shall be prohibited during instructional periods, except when approved by the building administrator or designee, or as part of a student’s Individualized Education Program (IEP). Except under circumstances specifically prohibited and listed above, student use of communication devices during noninstructional periods, such as lunch, shall be permitted, provided that it does not create a substantial disruption to the environment. Except under circumstances specifically prohibited and listed above, student use of communication devices while being transported using center-operated and/or sponsored transportation shall be allowed so long as the device is on silent mode, used with headphones or inaudible, in order to text message, play games, privately play music (i.e., with earphones) or for other similar purposes. No other use of a cell phone or communication device shall be permitted, including the taking of photographs and/or for audio and/or video recording and/or other use specifically prohibited and listed above. When use of a communication device is permitted, all ringers or audible devices must be turned off or disabled. Should students have any questions regarding the appropriateness of use, they must first seek guidance/permission from a building administrator.

In addition to the list of prohibited uses above, the use of any communication device is prohibited in locker rooms, health suites, lavatories, and/or any other area where an individual would have a reasonable expectation of privacy.

**Pol. 815**

Non-center-owned digital devices approved for curricular use may not be attached to the center’s network or computer systems without prior notification and consent of the center’s Technology Department.

**Pol. 815**

The use of all personal communication devices shall be in conformity with Policy 815.

Parents/Guardians must call the center for any emergency situation, rather than attempting to contact their child directly. The center shall in turn contact the student in question, when appropriate.

Except for the specific actions prohibited and listed above, students who are participating in after-school activities may be given permission to use cell phones and/or other communication or electronic devices for appropriate communication with a parent/guardian by the instructor or activity advisor on a case-by-case basis.
Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic or personal communication device while on center property or while using center-operated and/or sponsored transportation during an emergency may have the device confiscated by center personnel.

Each of the above prohibitions remains in effect during all off-campus activities, such as field trips, clinical experiences and/or other center-sponsored events.

In the event that a student uses a device owned by another student in violation of this policy, both students may be liable for consequences resulting from its use.

The center assumes no responsibility or liability under any circumstance whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to the center at any time or to any center-sponsored activity.

Violation of this policy by a student shall result in confiscation of the device and may result in disciplinary action as outlined in the student handbook and/or Joint Operating Committee policy. The confiscated item may not be returned until building-level procedures have been followed and it is determined that the device will be returned.

The prohibitions contained in this policy shall not apply to any student for whom the use of specifically-named devices have been approved by the building administration, provided that the devices are used in precisely the manner authorized.

**Exceptions**

The building administrator may grant approval for possession and use of an electronic or personal communication device, including telephone pagers/beepers, by a student for the following reasons:

1. Health, safety or emergency reasons.

2. An Individualized Education Program (IEP) or Section 504 Service Agreement.

3. Classroom or instructional-related activities.

4. Use by a student who is a member of a volunteer fire company, ambulance or rescue squad.
5. A student who has a need for an electronic or communication device due to his/her own medical condition or the medical condition of an immediate family member.

6. Other reasons determined appropriate by the building administrator.

Pol. 103.1, 113

The building administrator or designee shall exercise discretion when deciding whether to grant approval of such requests and shall act in accordance with federal and state laws, such as laws governing accommodation of disabilities. For situations that do not involve IEP or Section 504 accommodation, requests for exemption from this policy must be in writing and signed by the student's parent(s)/guardian(s). The center also reserves the right to request a verified and signed statement from either the treating physician or volunteer fire, ambulance, or rescue squad supervisor attesting to the need for a pager/beeper.

References:

School Code – 24 P.S. Sec. 1317.1, 1850.1

Joint Operating Committee Policy – 103.1, 113, 218, 226, 233, 815