

## PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices (including, but not limited to, hand-held mobile telephones) and personal electronic accounts at school or when engaged in district-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Google Glass and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

### Students

Beginning in the **2025-2026 school year through the 2027-2028 school year**, students are **prohibited** from using cell phones and personal electronic devices while on the campus of the school district from bell to bell. "Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

Excepted from the prohibition on student use of cell phones and personal electronic devices on campus, are the following situations:

- (1) Emergency use of cell phones or personal electronic devices by students during the school day; and
- (2) Use of cell phones or personal electronic devices by students who use them to monitor health issues.
- (3) As may be required by a student's disability pursuant to a state or federal law.
- (4) School-issued or school-approved devices that are specifically limited for use in classroom instruction.

Following the 2027-2028 school year, the Board of Education shall review this policy and determine whether the prohibition on personal device use should be extended or modified.

## Employees

Personal wireless devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, Internet activity, gaming, etc.

Employees will make reasonable efforts to use district resources rather than personal wireless devices or personal electronic accounts for electronic or digital communications with other employees, parents, and students and for tasks related to their employment. By using personal wireless devices or personal electronic accounts to communicate with other employees, parents, and students or to perform tasks related to their employment, employees acknowledge that they are creating records that may be subject to Oklahoma's laws related to Open Records (51 OKLA. STAT. § 24A.1 *et seq.*). Employees consent to retain and provide access to such communications or records to school district administration upon request. This consent survives any changes in the employment relationship.

Except for authorized transportation employees, no individual may use any personal wireless device while operating a district vehicle or while conducting school business in a personal vehicle.

Authorized Transportation employees are permitted to utilize cell phones for business reasons to make or receive voice calls while operating a school bus or van, provided:

- the employee is using "hands free" technology to make the calls; or
- the employee has safely pulled the vehicle to the side of the road or is otherwise stopped and not impeding the flow of traffic.

Transportation employees are not permitted to text or otherwise use a personal wireless device while operating a district vehicle except as necessary to communicate with law enforcement officials, emergency services, or to and from the district's central dispatch transportation department..

Personal wireless devices may not be used to photograph or record conversations or events without first obtaining consent to record from all parties. In the case of students, permission from the building principal must be obtained. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal wireless devices may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

The district fully acknowledges that personal wireless communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, an administrator may not inspect an employee's personal equipment without the employee's express consent.

**Warning:** Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Reference: 70 O.S. §1-126 (2025)