

POLICY

Roselle Park Board of Education
Roselle Park, New Jersey

File Code: 5132

USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDR)

The Roselle Park Board of Education recognizes that telecommunications and other new technologies continue to shift the manner in which information is accessed, communicated and transferred. The Board of Education supports access by students to databases, libraries, approved internet sites, online textbooks, bulletin boards and the like through personal electronic recording and communication devices. The Board of Education also believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. Furthermore, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

"Electronic communication and recording device (ECDR)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECDR includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, iPads, tablets, iPods, MP3 players and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

For the purposes of this Policy, the "instructional day" shall begin with the bell to report to the first period of the day and end with the dismissal bell at the conclusion of the final period of the day. The instructional day includes lunch periods, classroom changes, study halls, and any other structured or unstructured activity that occurs during the course of the normal school day.

USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD) (continued)

Elementary school students who bring a personal electronic communication and/or recording device (ERCD) to school must keep the device turned off and placed in their backpack during the instructional day.

Middle school students who bring a personal electronic communication and/or recording device (ERCD) to school must keep the device turned off and placed in their locker. The devices cannot be used in the hallways, classrooms, during passing times between classes, or during lunch periods during the instructional day.

High school students who bring a personal electronic communication and/or recording device (ERCD) to school may keep the device on their person throughout the instructional day. The device may be used during the lunch period in the cafeteria, during study halls and during class passing only. The devices may not be used in the classrooms, media center or in hallways during class time.

Use of ECRD by any student at any time is strictly prohibited in locker rooms, changing rooms, bathrooms, and in any other area of the school grounds where there is a reasonable expectation of privacy.

Recording or photographing of any kind during a test, quiz, classroom instruction, or any classroom assessment that is not a component of the learning as specified by the instructor is strictly prohibited and consequences for such conduct will be levied in accordance with the Student Code of Conduct.

This Policy is not intended to prohibit appropriate use of district owned electronic devices including devices issued to high school students for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming.

A student shall not knowingly bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present.

A student who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the student is required to respond to an emergency and the student provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the student at all times and that the student is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDR) (continued)

A Building Principal, his/her designee, or a classroom instructor may confiscate an ECRD when a student is utilizing same in violation of District Policy and appropriate disciplinary action will be taken as outlined in the Student Code of Conduct. N.J.S.A. 2C:33-19.

Adopted:

POLICY

Roselle Park Board of Education
Roselle Park, New Jersey

File Code: 4119.3

TEACHING STAFF MEMBERS' USE OF PERSONAL CELLULAR TELEPHONES

The Roselle Park Board of Education recognizes that a staff member may need to access their personal cellular telephone, including but not limited to making a personal telephone call, during the workday when the matter requiring use of the personal cellular telephone cannot be addressed before the staff member reports to work and/or after the staff member's workday has concluded. For the purpose of this Policy, the use of a cellular telephone includes telephone calls, texting, tweeting, e-mailing, and any other form of communication possible from a cellular device.

In the event the staff member has a need to use his or her personal cellular telephone during the workday, the staff member may do so, provided the usage occurs during the staff member's duty-free lunch period and/or preparation periods. The staff member may not use his or her personal cellular telephone in the presence of students or in the hallways, but only in an area inside or outside the school building designated by the staff member's Building Principal or immediate supervisor.

A teaching staff member's cellular telephone must be **turned to silent mode or** turned off while performing District responsibilities and shall not be used in any capacity during such time.

In the event the staff member has an emergency requiring immediate attention that requires the personal use of his/her cellular telephone, the staff member shall inform their Building Principal or immediate supervisor before or immediately after using the cellular telephone, depending on the nature of the emergency.

Adopted:

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