

January 24, 2014

Dear Parent(s) or Guardian(s),

Greetings! As the role of educational technology continues to evolve, we believe personal electronic device applications now play a role in the acquisition of new knowledge, teaching of organizational skills, and fostering responsible use among students and teachers. With this in mind, West Genesee High School will be piloting a new policy regarding the use of personal electronic devices starting Monday, February 3 through the remainder of the school year.

The following guidelines summarize the primary provisions within the pilot electronic device policy:

*(a) In all **Instructional Settings** (areas of teacher-student interaction where teaching/learning is occurring), electronic devices are not to be visible, turned on, or used. At NO time is photography, videography, or audio recording acceptable in Instructional Settings. The classroom teacher has full discretion over the potential use of electronic devices within their own classroom.*

*(b) In all **Academic Settings** (areas of study where work should be ongoing, i.e. Studyhalls and the Library), electronic devices are not to be visible, turned on, or used. At NO time is photography, videography, or audio recording acceptable in Academic Settings. The supervising adult of that room will have discretion over the potential use of electronic devices. For the purposes of safety and/or potential emergencies, students must keep one (1) ear free of headphones at all times.*

*(c) In all **Non-Instructional Settings** (areas where students are not engaged in academic material, i.e. cafeterias and transition times), students will be permitted to use electronic devices. Photography and videography that is inappropriate and/or used without a person's knowledge and/or consent is not acceptable in Non-Instructional Settings. At NO time is audio recording acceptable in Non-Instructional Settings. For the purposes of safety and/or potential emergencies, students must keep one (1) ear free of headphones at all times.*

As we move to implement this pilot policy, we understand that this opportunity also brings with it the potential for challenges. Students not complying with the guidelines set forth within the policy, are considered in violation of the Student Code of Conduct, or the Technology Code of Conduct, and therefore subject to disciplinary action as needed. We encourage you to continue to have positive conversations with your student(s) regarding appropriate use of technology and the dangers of social media and the internet. If you have any questions regarding this new policy, we encourage you to visit our website and/or contact your student's Assistant Principal (487-4673).

Sincerely,

Barry W. Copeland, Principal

Peter Blake, Assistant Principal