

STUDENTS AND TELECOMMUNICATION DEVICES

Prohibited Conduct:

- A. [Policy 3245](#) prohibits the following: sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.
- B. In addition, [Policy 3245](#) prohibits uses of telecommunications devices in a manner that disrupts the learning environment, which means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
 1. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 2. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.

Reporting Violations:

Any student, employee, parent or guardian or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of any violation of this policy will immediately report the concerns to:

- A. The building principal or his/her designee;
- B. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
- C. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- D. The superintendent of schools or designee.

Third parties include, but are not limited to, coaches, school volunteers, parents or guardians, school visitors, service contractors, or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Investigating:

The principal or designee will be responsible for timely investigating a complaint made under this procedure. The investigation, witness statements and evidence will be documented along with the outcome of the investigation, and will be consistent with the procedures set forth in [Procedure 3207P](#).

In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit potentially illegal or inappropriate images or videos on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent or Guardian Notification:

Parents or guardians of all students identified in the report will be notified of the investigation and informed of their students' involvement in the incident.

Discipline:

A school district may administer discipline for students whose behavior violates this policy. Law enforcement may also be notified when conduct may violate criminal laws.

The district will make reasonable attempts to assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. Assistance may include consultation, counseling, education, mediation, and/or other opportunities for problem-solving.

When administering discipline, the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions. The administrator will follow applicable district policies and procedures when determining the appropriate discipline for each circumstance.

Adoption Date: 1.23.15
Steilacoom Historical School District No. 1
Revised Date: 1.30.15; 9.18.20