

WORK IN PROGRESS  
Virgin Islands Board of Education  
Electronic Communication Device Policy

Drafted by the 17<sup>th</sup> elected Board of Education

Draft as of May 13, 2015

**GOVERNMENT OF THE VIRGIN ISLANDS**  
**VIRGIN ISLANDS BOARD OF EDUCATION**



Electronic Communication Device Policy

**LAW & STATUTORY Information -**

Legal introduction to be provided by VI Board of Education's Legal counsel

**INTRODUCTION.**

The Virgin Islands Board of Education provides this policy regarding the use of Electronic Communication Device in schools to facilitate environments that support learning and the exchange of ideas.

The Department of Education shall be guided by this policy to develop and implement the use of electronic communication and personal electronic communication device regulations, to curriculum development, instructional programs, educational events, and activities for the purpose of academic learning and assessment programs.

**SCOPE.**

The Virgin Islands Board Of Education establishes the use of Electronic Communication Devices (ECD) policy which shall be executed by the Department of Education for appropriate and acceptable technology use in public education.

This policy offers guidelines applicable to the use of electronic communication devices that is not limited to technological tools, equipment and immersing innovations such as : cell phones, blackberries, pagers, tablets PCs, mobile presenters, wireless tablets, beepers, and palms, iPods, MP3 players, texting calculators, camera phones, digital cameras, laptops, and assistive educational devices.

#### DEFINITIONS.

A. Educational electronic communication devices shall be school owned , distributed and regulated devices for the purposes of teaching , learning and communicating by various formats : ( audio, video, text, Internet or computer ) to support and expand academic growth.

B. 1. Personal electronic communication devices owned by students may be used in school settings for audio, video or text communications or any other type of Internet and computer instrument and shall comply with the rules specified in the policy for electronic communication devices (ECD).

2. Usage- Students shall be permitted to possess and use personal electronic communication devices as regulated by the school only:

- a. Before and after regular school day
- b. At lunch
- c. As directed by a teacher or course instructor for educational purposes

## Use of Electronic Communication Devices in the Classroom

1. Types of devices- All extraneous devices, including cell phones, blackberries, pagers, tablets PCs, mobile presenters, wireless tablets, beepers, and palms, iPods, MP3 players, texting calculators, camera phones, digital cameras, laptops, and assistive educational devices may be considered as an educational option in the school setting.
2. Prohibited use of devices -All extraneous devices, including cell phones, blackberries, pagers, tablets PCs, mobile presenters, wireless tablets, beepers, and palms, iPods, MP3 players, texting calculators, camera phones, digital cameras, laptops, and assistive educational devices are prohibited for use unless directed for use by teacher.
3. Use of devices during examinations-The use of any electronic device/ s during examinations, other than those sanctioned by the teacher in charge of the testing is strictly prohibited.
4. Use of personal devices for testing -All personal electronic devices shall be turned off (not vibrate) and not used during ant test or examination period. During the test or examination period all personal electronic devices shall be stored in a case, book bag, or purse or may be placed and visible on a desktop, table or other designated area by the teacher.
5. Disruptions of Internet services -Students may access the Internet during class sessions for teacher directed and authorized class related purposes. The Department of Education controls the internet connectivity in the classroom and may elect to “turn-off” the network as necessary during class time or also restrict student passwords for wireless connections.

6. Students with disabilities or exceptional needs- Students with disabilities or exceptional needs, who require assistive technological devices for their day to day functioning in the academic setting, are to coordinate the use of electronic devices during class sessions with their teacher. The need for electronic devices shall be stated in the individual educational plan (IEP).

7. Use of electronic devices during test for students with disabilities - Students with disabilities or exceptional needs: who require electronic devices to complete tests and other examinations shall inform the class instructor in writing at the beginning of the course (as stated in IEP).

#### Procedures and Reactions

1. Students using personal electronic communication devices must **notify** the school of intended use and register device/ s with the appropriate school official. School officials must notify student, parent/ guardian & teacher in writing, that **approval** has been granted for use of device/s.

2. Every school year, parents and students must sign commitment form indicating that they will comply with school rules and regulations for use of personal electronic communication device as part of the learning process.

3a. Students enrolled in courses shall comply with the appropriate and acceptable use for Department of Education electronic communication devices and personal electronic communication devices.

b. Individuals using, tampering, or damaging technologies shall be subject to disciplinary and or legal action.

4. Student/s may also face penalties for academic dishonesty based on the

student discipline policy.

5. Students participating in unauthorized use of electronic device for activities not related to learning experiences, or associated with school sanctioned assignments are subject to: verbal warnings, confiscation of personal devices, parent notification, administrative referrals, credit reduction, suspension and expulsion.

6. Students using technology without the teacher's approval and adoption are subject to disciplinary actions.

7. Parents shall be advised in writing when the Department of Education's electronic communication devices or personal electronic device privileges have been curtailed or suspended. A parental conference concerning the electronic communication device privileges shall be held and the device maybe returned.

#### Emergency Contact

The Virgin Islands Board of Education understands that students may have personal emergencies and need to receive pertinent information. All communications with students of a personal nature and/ or in emergency situations must be routed through the school's main office. Students and parent/ guardians must be familiar with the school's contact telephone numbers. School and staff members shall expeditiously provide emergency information to students and document details of emergency situations.