REGULATION GUIDE

[See POLICY ALERT Nos. 190, 207, 234, and 238]

R 5516 STUDENT USE OF INTERNET-ENABLED DEVICES

The following age-appropriate and grade level differentiated provisions shall govern student use of internet-enabled devices on school grounds during the school day.

A. Kindergarten through Grade _____

1. Students in Kindergarten through grade ___ are prohibited from using an internet-enabled device on school grounds during the school day.

2. Students in Kindergarten through grade ___ shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

[Select One or More Options Below – Storage System

____ a. A locked pouch system – Upon entry to school, internet-enabled devices shall be placed into secure pouches which allow students to carry their internet-enabled devices but prevent their use. At the end of the school day, a school staff member will unlock each pouch and allow students to retrieve their internet-enabled devices.

____ b. A school locker or bin system – Upon entry to school, a school staff member will collect and store the internet-enabled devices in assigned lockers or bins. Students shall retrieve their internet-enabled devices at the end of the school day when the school staff member unlocks the storage unit.



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____ c. In-class storage stations – Upon entry to school, students are expected to store their internet-enabled devices in a teacher-managed system for the entire school day and retrieve them at dismissal. These storage stations may be locked or unlocked and include options such as numbered pockets/shelves, caddies, or lockers.

____ d. A student storage system – Each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack, locker, or other bag throughout the entire school day.

____ e. _____

____ f. _____

____ g. _____]

[Select One Option Below – School Buses

___ 3. Students in Kindergarten through grade ___ shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.

___ 3. Students in Kindergarten through grade ___ are prohibited from using their internet-enabled device on a school bus on their way to school or on their way home from school at the end of the school day.

___ 3. _____
_____
_____]

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[Select One Option Below – Before and After the Regular School Day on School Grounds

___ 4. Students in Kindergarten through grade ___ shall be permitted to use their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

___ 4. Students in Kindergarten through grade ___ are prohibited from using their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.**]**

[Select One Option Below – School-Sponsored Events Off School Grounds During the School Day

___ 5. Students in Kindergarten through grade ___ shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) **after determining no reasonable alternative to the use of the internet-enabled device at school-sponsored events off school grounds during the school day exists** only with the **authorization** ~~approval~~ of the **Superintendent** ~~Principal~~ or designee.

___ 5. Students in Kindergarten through grade ___ are prohibited from using their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip).**]**

[Select One Option Below – School-Sponsored Events Outside of the School Day

___ 6. Students in Kindergarten through grade ____ shall be permitted to use their internet-enabled device during school-sponsored events taking place outside of the school

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day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.) ~~only with the approval of the Principal or designee~~.
.

___ 6. Students in Kindergarten through grade ____ are prohibited from using their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.). The supervising school staff member or employee of the Board may establish the storage method to be used for a student's internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board.

a. If the supervising school staff member establishes a storage method, it is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device.

___ 6. _____
_____
_____**]**

[Select One Option Below – Use of Non-Internet-Enabled Devices

___ 7. Students in Kindergarten through grade ____ shall be permitted to use non-internet-enabled devices under the direct supervision of a school staff member or employee of the Board.

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___ 7. Students in Kindergarten through grade ____ are prohibited from using non-internet-enabled devices.]

8. Discipline

a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use internet-enabled devices in violation of this Regulation and Policy 5516.

(1) First Offense in a School Year

(a) The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.

(d) The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

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(e) The following discipline will be imposed on a student for a first offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(2) Second Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a second offense in a school year for their child.

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(f) The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(3) Third Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.



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(f) The following discipline will be imposed on a student for a third offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(4) Fourth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.

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(f) The following discipline will be imposed on a student for a fourth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

[Optional

(5) A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.

(a) The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds:

_____

_____**]**

B. Grade _____ through Grade Eight

1. Students in grade ___ through grade eight are prohibited from using an internet-enabled device on school grounds during the school day.

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2. Students in grade ___ through grade eight shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

[Select One or More Options Below – Storage System

____ a. A locked pouch system – Upon entry to school, internet-enabled devices shall be placed into secure pouches which allow students to carry their internet-enabled devices but prevent their use. At the end of the school day, a school staff member will unlock each pouch and allow students to retrieve their internet-enabled devices.

____ b. A school locker or bin system – Upon entry to school, a school staff member will collect and store the internet-enabled devices in assigned lockers or bins. Students shall retrieve their internet-enabled devices at the end of the school day when the school staff member unlocks the storage unit.

____ c. In-class storage stations – Upon entry to school, students are expected to store their internet-enabled devices in a teacher-managed system for the entire school day and retrieve them at dismissal. These storage stations may be locked or unlocked and include options such as numbered pockets/shelves, caddies, or lockers.

____ d. A student storage system – Each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack, locker, or other bag throughout the entire school day.

____ e. _____



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____ f. _____

____ g. _____]

[Select One Option Below – School Buses

___ 3. Students in grade ___ through grade eight shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.

___ 3. Students in grade ___ through grade eight are prohibited from using their internet-enabled device on a school bus on their way to school or on their way home from school at the end of the school day.

___ 3. _____
_____
_____]

[Select One Option Below – Before and After the Regular School Day on School Grounds

___ 4. Students in grade ___ through grade eight shall be permitted to use their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

___ 4. Students in grade ___ through grade eight are prohibited from using their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.**]**

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[Select One Option Below – School-Sponsored Events Off School Grounds During the School Day

___ 5. Students in grade ___ through grade eight shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) **after determining no reasonable alternative to the use of the internet-enabled device at school-sponsored events off school grounds during the school day exists** only with the **authorization** ~~approval~~ of the **Superintendent** ~~Principal~~ or designee.

___ 5. Students in grade ___ through grade eight are prohibited from using their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip).**]**

[Select One Option Below – School-Sponsored Events Outside of the School Day

___ 6. Students in grade ___ through grade eight shall be permitted to use their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.) ~~only with the approval of the Principal or designee~~.

___ 6. Students in grade ___ through grade eight are prohibited from using their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.). The supervising school staff member or employee of the Board may establish the storage method to be used for a



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student's internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board.

a. If the supervising school staff member establishes a storage method, it is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device.

___ 6. _____
_____
_____**]**

[Select One Option Below – Use of Non-Internet-Enabled Devices

___ 7. Students in grade ___ through grade eight shall be permitted to use non-internet-enabled devices under the direct supervision of a school staff member or employee of the Board.

___ 7. Students in grade ___ through grade eight are prohibited from using non-internet-enabled devices.**]**

8. Discipline

a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use internet-enabled devices in violation of this Regulation and Policy 5516.

(1) First Offense in a School Year

(a) The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

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(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.

(d) The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

(e) The following discipline will be imposed on a student for a first offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(2) Second Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.



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(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a second offense in a school year for their child.

(f) The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(3) Third Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

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(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.

(f) The following discipline will be imposed on a student for a third offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(4) Fourth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

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(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.

(f) The following discipline will be imposed on a student for a fourth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

[Optional

(5) A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during

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the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.

(a) The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds:

_____

_____]

C. Grade Nine through Grade Twelve

1. Students in grade nine through grade twelve are prohibited from using an internet-enabled device on school grounds during the school day.

2. Students in grade nine through grade twelve shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

[Select One or More Options Below – Storage System

____ a. A locked pouch system – Upon entry to school, internet-enabled devices shall be placed into secure pouches which allow students to carry their internet-enabled devices but prevent their use. At the end of the school day, a school staff member will unlock each pouch and allow students to retrieve their internet-enabled devices.



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____ b. A school locker or bin system – Upon entry to school, a school staff member will collect and store the internet-enabled devices in assigned lockers or bins. Students shall retrieve their internet-enabled devices at the end of the school day when the school staff member unlocks the storage unit.

____ c. In-class storage stations – Upon entry to school, students are expected to store their internet-enabled devices in a teacher-managed system for the entire school day and retrieve them at dismissal. These storage stations may be locked or unlocked and include options such as numbered pockets/shelves, caddies, or lockers.

____ d. A student storage system – Each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack, locker, or other bag throughout the entire school day.

____ e. _____

____ f. _____

____ g. _____]

[Select One Option Below – School Buses

___ 3. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.

___ 3. Students in grade nine through grade twelve are prohibited from using their internet-enabled device on a school bus on their way to school or on their way home from school at the end of the school day.

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___ 3. _____
_____
_____**]**

[Select One Option Below – Before and After the Regular School Day on School Grounds

___ 4. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

___ 4. Students in grade nine through grade twelve are prohibited from using their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.**]**

[Select One Option Below – School-Sponsored Events Off School Grounds During the School Day

___ 5. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) **after determining no reasonable alternative to the use of the internet-enabled device at school-sponsored events off school grounds during the school day exists** only with the **authorization** ~~approval~~ of the **Superintendent** ~~Principal~~ or designee.

___ 5. Students in grade nine through grade twelve are prohibited from using their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip).**]**

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[Select One Option Below – School-Sponsored Events Outside of the School Day

___ 6. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.) ~~only with the approval of the Principal or designee~~.

___ 6. Students in grade nine through grade twelve are prohibited from using their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.). The supervising school staff member or employee of the Board may establish the storage method to be used for a student's internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board.

a. If the supervising school staff member establishes a storage method, it is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device.

___ 6. _____
_____
_____]



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[Select One Option Below – Use of Non-Internet-Enabled Devices

___ 7. Students in grade nine through grade twelve shall be permitted to use non-internet-enabled devices under the direct supervision of a school staff member or employee of the Board.

___ 7. Students in grade nine through grade twelve are prohibited from using non-internet-enabled devices.**]**

8. Discipline

a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use internet-enabled devices in violation of this Regulation and Policy 5516.

(1) First Offense in a School Year

(a) The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.

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(d) The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

(e) The following discipline will be imposed on a student for a first offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(2) Second Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.



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(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a second offense in a school year for their child.

(f) The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(3) Third Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

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(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.

(f) The following discipline will be imposed on a student for a third offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

(4) Fourth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

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(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.

(f) The following discipline will be imposed on a student for a fourth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

_____

_____

[Optional

(5) A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.

(a) The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds:

_____

_____**]**

Adopted:

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