

Wilkes-Barre Area Career & Technical Center

SECTION: STUDENTS

TITLE: ELECTRONIC
COMMUNICATION DEVICES

ADOPTED: June 22, 2026

REVISED:

	____. ELECTRONIC COMMUNICATION DEVICES
1. Purpose	The Board adopts this policy in order to maintain an educational environment that is safe and secure for CTC students, staff, employees, and guests.
2. Definitions	Electronic Communication Devices –communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as FaceTime and Skype), perform word processing and other computer and online applications (apps), and provide location information. These devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data. Examples of Electronic Communication Devices – including but not limited to smartphones (iPhone, Blackberry, Android), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players; PDAs; digital cameras; tablet and laptop computers; smartwatches; earbuds/headphones; Bluetooth devices; hotspot-capable devices; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and CTC policies. Additionally, this may include devices that are not capable of transmitting telephone communications (such as laptops, tablets, iPads, radios, Walkman players, CD players, iPods, MP3 players, DVD players, handheld game consoles, beepers or pagers), do not have Internet access (such as CTC-issued and student-owned Kindles), are lasers, and/or are radar communication devices. Personal Electronic Communication Devices –Electronic Communication Devices personally owned or brought to the CTC by a student. Silent Use –the use of an Electronic Communication Device in a manner that makes no sound and does not disrupt the educational environment. Silent Use is permitted only when authorized by this Policy, CTC administration, or authorized staff.

3. Authority SC 510	The Board prohibits use of electronic devices by students during the school day in CTC buildings; on CTC property; during transportation connected to CTC programs or activities, where applicable; during the time students are under the supervision of the CTC; and in restrooms, locker rooms, health suites, changing areas, and other areas where privacy or safety may be impacted.
SC 1317.1	The Board prohibits possession of laser pointers, laser pointer attachments, telephone paging devices/beepers, and any electronic device or attachment that may be hazardous, disruptive, or capable of interfering with CTC systems, facilities, infrastructure, or network operations by students in CTC buildings; on CTC property; during transportation connected to CTC programs or activities, where applicable; and at CTC-sponsored activities. The CTC shall not be liable for the loss, damage, or misuse of any electronic device. <u>Electronic Images and Photographs</u> The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, sexually explicit, or otherwise illegal images, videos, or photographs, whether by electronic data transfer or other means, including but not limited to texting, emailing, messaging, posting, or sharing through social media or other electronic platforms. Because such violations may constitute a crime under state and/or federal law, the CTC may report such conduct to state and/or federal law enforcement agencies.
Pol. 218	<u>Off-Campus Activities</u> This policy shall also apply to student conduct that occurs off CTC property and would otherwise violate the CTC Student Code of Conduct if any of the following circumstances exist:
Pol. 122, 123	1. The conduct occurs during the time the student is traveling to and from the CTC or traveling to and from CTC-sponsored activities, including transportation connected to CTC programs or activities, where applicable. 2. The student is a member of an extracurricular activity or CTC-sponsored activity and has been notified that particular off-campus conduct could result in exclusion from such activities. 3. Student expression or conduct materially and substantially disrupts the operations of the CTC, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the CTC. 4. The conduct has a direct nexus to attendance at the CTC or a CTC-sponsored activity, for example, a transaction conducted outside of the CTC pursuant to an

4. Delegation of Responsibility	agreement made at the CTC, that would violate the CTC Student Code of Conduct if conducted at the CTC. 5. The conduct involves the theft or vandalism of CTC property. 6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at the CTC or CTC-sponsored activities. The Administrative Director or designee is granted the authority to create and enforce regulations, rules, procedures, and forms to accompany this Policy. The Administrative Director or designee shall annually notify students, parent(s)/guardian(s), employees, and guests about the CTC's Electronic Communication Device Policy by publishing the Policy in the student handbook, newsletter, posted notices, and/or any other appropriate methods. The Administrative Director or designee is responsible for training and retraining administrators and employees who are responsible for the use, supervision, discipline, investigation, confiscation, searching, and/or other matters involving students' Electronic Communication Device, including Personal Electronic Communication Device, use. Students must comply with this Policy, other relevant CTC policies, regulations, rules, and procedures. Students must comply with the guidelines set by the classroom teacher and/or CTC administration for the use of Electronic Communication Devices, including Personal Electronic Communication Devices. Students will be held responsible for their conduct in the use of the Devices and are subject to the consequences provided in the last section of this Policy.
5. Guidelines Pol. 218, 226, 233	1. In accordance with this Policy, Electronic Communication Devices, including Personal Electronic Communication Devices, may not be used in unauthorized areas or as determined by CTC administration as follows: a. The CTC strictly prohibits possession by students on CTC property, at CTC-sponsored activities, and during transportation connected to CTC programs or activities, where applicable, of any non-CTC-owned laser pointers, laser pointer attachments, or any Electronic Communication Devices, including Personal Electronic Communication Devices, that are hazardous, harmful, or disruptive to students, staff, employees, guests, or the CTC. These include, but are not limited to, devices that control, interfere with, disrupt, or attempt to bypass the operation of CTC systems, facilities, infrastructure, security systems, technology systems, or digital networks.

	b. To cheat, engage in unethical conduct, or threaten academic integrity. c. To access, attempt to access, or view Internet websites, applications, services, or content that are blocked, restricted, or prohibited by the CTC, including attempts to bypass CTC content filtering, monitoring, network security, or technology restrictions through cellular data, personal hotspots, VPNs, proxy services, anonymizers, extensions, or other methods. d. To invade the privacy rights of any student, staff member, employee, or guest; violate the rights of any student, staff member, employee, or guest; or harass, threaten, intimidate, bully, or cyberbully any student, staff member, employee, or guest; or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without authorization, recording an individual's voice or image without authorization, sharing or posting images, audio, or video without authorization, or storing/accessing personal and/or academic information or data without authorization. e. In restrooms, locker rooms, dressing rooms, health suites, changing areas, and any other area where privacy or safety may be impacted. f. To create, send, share, view, possess, post, or disseminate sexually explicit, lewd, obscene, or illegal images, videos, or other content, as such acts may be a crime under state and/or federal law. g. To disrupt the educational, instructional, or operational environment of the CTC.
	2. Electronic Communication Devices, including Personal Electronic Communication Devices, that violate this Policy, other relevant CTC policies, regulations, rules, and procedures may be confiscated.
	3. If CTC officials have reasonable suspicion that this Policy, other relevant CTC policies, regulations, rules, procedures, or laws have been violated by a student's use of an Electronic Communication Device, including a Personal Electronic Communication Device, and that the use of the device materially and substantially disrupts the CTC environment, the device may be searched in accordance with applicable law and/or turned over to law enforcement when warranted.
	4. When legally required and/or when in the interest of the student, the student's parent/guardian shall be notified.
	5. If an Electronic Communication Device, including a Personal Electronic Communication Device, is suspected of being stolen, it may be turned over

	to law enforcement. 6. Disciplinary consequences shall be in accordance with the CTC's policies, regulations, rules, and procedures, including but not limited to Student Discipline, Acceptable Use Policy, Bullying/Cyberbullying, Harassment, Social Media, Student Code of Conduct, and other related CTC policies. 7. Violations of this Policy should be reported to the Administrative Director or designee. <u>Exceptions</u> The CTC may permit limited use of Electronic Communication Devices, including Personal Electronic Communication Devices, by students during the school day only when such use is authorized by this Policy, CTC administration, or authorized staff and does not interfere with the educational, instructional, safety, security, or operational needs of the CTC. Unless specifically authorized, Electronic Communication Devices, including Personal Electronic Communication Devices, must be turned off or silenced and stored away during the school day, including in classrooms, shops, labs, instructional areas, hallways, restrooms, locker rooms, health suites, changing areas, assemblies, field trip locations, and other CTC-supervised areas or activities. The CTC may restrict Electronic Communication Devices during school evacuations, emergency situations, safety drills, investigations, or other circumstances as necessary for the safety and security of students, staff, employees, and guests. The Administrative Director or designee may grant approval for possession and use of an Electronic Communication Device by a student for the following reasons: 1. Health, safety, or emergency reasons. 2. An individualized education program (IEP), Section 504 Plan, or other legally required accommodation. 3. Classroom, instructional, or CTC-approved educational activities. 4. Other reasons determined appropriate by the Administrative Director or designee. The Administrative Director or designee may grant approval for possession and use of a telephone paging device/beeper by a student for emergency service, medical, family emergency, or other reasons determined appropriate by the Administrative
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SC 1317.1	Director or designee. In accordance with this Policy, the CTC shall not be liable for the service, maintenance, theft, loss, damage, misuse, or unauthorized use of any Personal Electronic Communication Device brought to the CTC by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to the CTC, CTC-sponsored activities, or CTC property. The CTC will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so when permitted by law and consistent with CTC policies, rules, and procedures. If Personal Electronic Communication Devices are loaned to or borrowed by another student and/or misused by a non-owner, the owner of the Personal Electronic Communication Device may be held jointly responsible with the non-owner for the misuse and/or violation of CTC policy, regulations, rules, or procedures. Personally owned devices used at the CTC are not permitted to access the Internet through cellular data, personal hotspots, VPNs, proxy services, anonymizers, or other methods intended to bypass CTC content filtering, monitoring, network security, or technology restrictions. When authorized, personally owned devices must access the Internet through the CTC's content-filtered wireless network. Students should have no expectation of privacy when using CTC-owned Electronic Communication Devices, CTC technology resources, the CTC's Wi-Fi, or other CTC services. In addition, students should have no expectation of privacy when they use Personal Electronic Communication Devices on the CTC's Wi-Fi or other CTC services.
Pol. 249	References: School Code – 24 P.S. § 510, 1303.1, 1317.1 Federal Wiretapping and Electronic Surveillance Act – 18 U.S.C. Sec. 2510 et seq. Pennsylvania Wiretapping and Electronic Surveillance Act – 18 Pa. C.S.A. Sec. 5703 Internet Safety – 47 U.S.C. Sec. 254 Child Internet Protection Act – 24 P.S. Sec. 4601 et seq. Related CTC Policies – Student Discipline; Acceptable Use Policy; Bullying/Cyberbullying; Harassment; Student Code of Conduct; and other related CTC policies, administrative regulations, rules, and procedures.