

The School District of Cambridge recognizes the benefits of portable electronic devices and two-way communications devices as valuable tools to today's citizens. The District also recognizes the importance of an individual's right to privacy and the need to maintain an orderly environment for learning in the school setting.

Student possession of and use of personal portable electronic and two-way communication devices defined as; personally owned cellular telephones, personal digital assistants, laptops, personal media devices, electronic games, digital cameras, or any other electronic device with communication functions and/or the capability to capture record, transmit and/or play back voice or image information are restricted according to the following requirements:

- Personal electronic devices may be used for educational purposes under the direction and discretion of the teacher, or appropriate supervisor. Such use must comply with the District policies governing use of electronic information.
- Student use of personal electronic devices is permitted before and after school and during passing periods and lunch hour, as long as the devices are used appropriately.
- Student use of personal electronic devices is to be considered a privilege. Should such devices be misused in violation of policy, the device will be confiscated and student subject to disciplinary action.
- Further disciplinary procedures will result from subsequent violations.
- At no time may any such portable devices be on or in use by anyone while in locker rooms, lavatories, washrooms, nursing areas or other areas where student and public privacy must be respected.
- Use of personal electronic devices to record or send inappropriate messages, picture, or to purposefully harass, intimidate, or bully other students or staff, is also strictly forbidden.
- The student(s) is/are responsible to follow the guidelines of this policy as well as, those of the School District's Internet Use Policy.

District and Building Administration will see that signage is posted outside all locker rooms, lavatories, washrooms and nursing stations indicating prohibition of the use of such portable devices while inside.

At no time may any person, student or adult, be present in any District Locker Room to interview or seek information from any individual located within the locker room as per Wisconsin State Statute Act 118.

Further, at no time, may anyone use any photo or visual recording device in any locker room other than law enforcement or school officials when conducting official or legal business related to an investigation, insurance claim or other official matter of the District.

At no time may any individual ever use any photo or visual recording device to capture, record or transfer any representation of a nude or partially nude person in a locker room, lavatory washroom, health office or any other location on school property where personal privacy must be respected as per Wisconsin Statute Act 118.

District and Building Administration will see that a common, specific statement, providing the details of this policy, does appear in each building student/parent handbook. Administration will assure that all faculty, staff and coaches are informed about and directed to enforce this policy and handbook entries.

District and/or Building Administration may make exceptions to the possession and use rules stipulated above in specific situations where health and safety issues of a student are involved. Such exceptions may not be in violation of Wisconsin Statute Act 118. For such exceptions, a written understanding must be on file in the office of the building in which the student attends for the normal school day of each year, and must be provided to the parent.

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**LEGAL REFERENCE:** 118.258 Wisconsin Statutes  
120.13 (1)

**CROSS REFERENCE:** 447 Student Discipline

**APPROVED:** 11/11/91

**REVISED:** 3/31/97  
12/20/04  
6/15/09  
3/21/11

**POLICY #443.4**