Acceptable Use Policy

Points to Consider

1. Does your district have an electronic device Acceptable Use Policy? If so, does it address the following questions/concerns?
   a. Is it boiler plate policy from the Washington State School Directors Association?
   b. If it is WSSDA adopted policy has it been adapted to meet the needs and conditions of the school district?
   c. Does it address confiscation of electronic devices either personally owned or if it’s school property?
   d. Does the policy address searching of electronic devices?
   e. If you’re policy allows school personnel to search devices does it address the discovery of illegal content such as child porn, illicit pictures of youth etc. or other questionable content?
   f. if the student is under 18 does the policy require school officials to notify parents to get permission to search or to notify them that you are going to conduct a search; or to have them present during a search?
   g. BEST PRACTICE SAYS DO NOT TRY TO OBTAIN PERMISSION TO SEARCH A DEVICE IF THE STUDENT IS UNDERAGE; GET PARENT PERMISSION
   h. Does it address searching for content if the student is 18 years old or above; or if the student personally owns the phone with their own contract?
   i. Does the procedure include having a witness present during the search of a device?
   j. Does the policy state which school personnel are allowed to search? Principal, School Security Officer, teacher others?
   k. For those that conduct searches have they been trained on proper search procedures?

2. Does the district notify parents and students of the device policy & procedures either by mail or other means?
   a. Does the district have parents sign a form notifying the school that they have read and understand the policy including allowing school personnel to search devices with reasonable suspicion?

3. Do students and staff receive yearly training, updates and/or orientation regarding acceptable use of electronic devices that are either personally owned or school property?

4. Do students receive annual training regarding the hazards of social media?
   a. If so does it include cyber bullying and sexting?

5. Do students and parents have a contact within the district who they can contact to ask questions or express concerns regarding the acceptable use of electronic devices?