

## **Personal Electronic Devices Policy - Adopted 09/15/2025**

The use of cell phones and personal electronic devices (earphones, smartwatches, tablets, etc.) can enhance learning when used responsibly. The school encourages responsible use of technology to support learning. A middle/high school student may possess an electronic device in school and at school activities. Students are expected to follow handbook procedures with regards to their electronic device. Teachers may incorporate devices into instruction when appropriate, promoting digital citizenship. However, misuse may disrupt the educational environment. This policy outlines acceptable use and consequences for violations. At no time does the school accept any responsibility for a student's electronic device.

### **Policy Guidelines**

#### **1. General Rules**

**At no time does the school accept any responsibility for students' personal electronic devices.**

##### Classrooms and Learning Areas:

- Devices, including cell phones, smartwatches, and tablets, must be silenced or turned off and stored out of sight unless explicitly allowed by the teacher for educational purposes.
  - Teachers will provide a tray, cupboard, or other storage area to safely store devices
  - It is recommended that students power off their devices while storing them
- Earphones are only permitted when authorized by the teacher for specific activities.
- Teachers' syllabus will dictate specific classroom usage guidelines when devices are permitted for use

##### Testing Environments:

- Use of electronic devices during quizzes, tests, or exams is strictly prohibited unless approved as part of an accommodation plan.
- Smartwatches must be removed during assessments.
  - Teachers will provide storage opportunities

##### Offices:

- Due to privacy and security concerns, electronic devices are not allowed to be used in the office.

##### Bathrooms/Locker Rooms:

- Any use of electronic devices in bathrooms or locker rooms is strictly prohibited. Violation of this could result in further disciplinary actions.

##### Non-Class Time:

- Phonecalls are prohibited at all times. This includes video calls or other similar live communication.
- Responsible use of electronic devices during non-class time is permitted within the bounds of our handbook and this policy.

##### Emergency Situations:

- Devices may be used to contact parents or guardians during an emergency, as directed by school staff.

## 2. General Usage Guidelines

### Cellphones:

- All audio notifications are to be disabled at all times during the school day. Vibrations should be set to low or off.
- All device usage must follow school handbook and district technology agreement
- No form of live communication (phone calls, facetime, etc)
- Photographing and videoing are discouraged during school hours (prohibited in all locker rooms and bathrooms). Anyone in a photo or video must be aware and have given explicit permission.

### Earphones:

- Must be removed during instruction unless part of a teacher-approved activity.
- During non-class time, one earbud may be used in common areas for safety and situational awareness

### Smartwatches:

- Permitted for checking time but not for texting, gaming, internet, or other use during class.
- Notifications must be disabled during school hours.

**\*\*Any staff member, at any time, may ask a student to stow their electronic device.\*\***

### **Exceptions and Accommodations**

**Students with documented learning or medical needs (IEPs, 504s, etc) that require the use of a device may receive an exception to this policy with proper authorization from the administration.**

## **Disciplinary System and Repercussions**

Classroom management and expectations will first fall under an individual teacher's syllabus.

This includes the electronic device policy. Teachers will be using their general classroom strategies and procedures outlined in their syllabus to deal with all classroom management issues, before falling on handbook policy. When classroom policy and expectations are unable to manage student behavior regarding electronic devices, an office referral will be written and the following procedures will take place. Note that the severity of the offense may warrant an immediate increase in the discipline response.

### **First Offense**

- Device is confiscated and returned to the student at the end of the school day.
- Student receives a referral in the school behavior system.
- Parents are notified by teacher.

### **Second Offense**

- Device is confiscated and returned to the student at the end of the school day, after a meeting with administration.
- Student serves a detention.
- Parents are contacted by administration.

### **Third Offense**

- Device is confiscated, and a parent/guardian meeting is required.
- Student Behavior Plan Initiated
- Device is remanded to parents/guardians.
- Student serves a detention.
- Student loses device privileges during school hours for a set period (e.g., two weeks) as determined by the behavior plan.

### **Fourth Offense**

- Escalation to administrative review.
- Possible out-of-school suspension (OSS).
- Student is banned from bringing the device to school for the remainder of the semester.
- All future electronic violations, including in proceeding years, will fall under the fourth offense for discipline.
- Repeated electronic device violations may result in insubordination and could face further disciplinary measures.

### **Academic Violations**

- Device violations that occur during tests, assessments, or otherwise related to academic work may result in a 'zero' mark for that assignment.

### **Law Enforcement**

- Certain violations, such as but not limited to, harassment, bullying, fraud, obscenity, pornography, or privacy violations may be referred to our liaison officer and/or other law enforcement agencies.