

Electronic Communication Devices (including recording devices)

The Notus School District Board of Trustees acknowledges the fact that, in today's day and age, many students have cell phones or electronic communication devices. Whereas the use of cell phones or electronic communication devices has become vital in many situations, having a cell phone or electronic communication device at school is a privilege. During the school day students who bring a cell phone or electronic communication device to school must adhere to the following guidelines:

1. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
2. All elementary students' cell phones or electronic communication devices must be turned off and remain off from the start of the school day to the end of the school day.
3. If parent or guardian receives a call from his/her child's cell phone or electronic communication device during prohibited times, that student is in direct violation of this policy.
4. Students may only have their cell phones or electronic communication device on during prohibited times for two reasons:
  - a. They have been authorized by a school employee to turn the cell phone on for a specific purpose, or,
  - b. They have been commanded by a school employee to turn it on for a specific reason (crisis, critical incident, etc.).
5. Students shall not use cell phones or an electronic communication device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations.
6. Students shall not use a cell phone or an electronic communication device to in any way send or receive personal messages, or information that would violate School District Policy, State laws or Federal laws. If a State law or Federal law has been violated the local law enforcement agency will be notified.

Unauthorized activation or and/or use of cell phones by students or electronic communication devices will result in the following disciplinary actions:

- First offense– the cell phone or electronic communication device will be confiscated by a school employee, brought to the office and a parent or guardian will be notified of the incident. Before returning the cell phone or electronic device at the end of the day the Administrator or Administrator's designee will review the cell phone use agreement with the student explaining to the student the consequences if the policy is violated a second time (the student will initial the use agreement indicating their understanding of the policy).
- Second offense– the cell phone or electronic communication device will be confiscated by a school employee, brought to the office and a parent or guardian will be notified of the incident. A parent or guardian, along with the student, will be required to pick up the

cell phone or electronic communication device from the Administrator or Administrator's designee no earlier than the next school day. Before the cell phone or electronic communication device is returned, the Administrator or Administrator's designee will review the cell phone use agreement with the student and their parent or guardian and the consequence if the policy is violated a third time (the student and their parent or guardian will initial the use agreement indicating their understanding of the policy).

- Third offense- the cell phone or electronic communication device will be confiscated by a school employee brought to the office and a parent or guardian will be notified of the incident. A parent or guardian, along with the student may pick up the cell phone or electronic communication device from the Administrator or designee. Before the cell phone or electronic communication device is returned, the Administrator or Administrator's designee will review the cell phone use agreement with the student and their parent or guardian and the consequence if the policy is violated a again (the student and their parent or guardian will initial the use agreement indicating their understanding of the policy). A written plan of proper use will be created by administrator, parent/guardian, and student. Secondary students will not have access to their phone during lunch for an extended amount of time as determined by the plan in place.

Any time a cell phone or electronic communication device is confiscated the student shall have an opportunity to explain why they violated this policy.

It shall be understood that the Administrator or Administrator's Designee will make every effort to meet with a parent or guardian during the Administrator's or Administrator's Designee's normal work schedule.

Policy History:

Adopted on: November 9, 2009

Revised on: April 12, 2010

Revised on: August 8, 2017

Revised on: July 13, 2023