



**Franklin Middle School**  
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Dear Franklin Families:

Franklin Middle School endeavors to provide our students with a safe, secure, and rich learning environment to achieve great academic success. To that end, learning rules for responsible and respectful use of personal electronic communication devices benefits our students now and into their future. These guidelines are intended to enhance our learning environment by reducing distractions caused by inappropriate use of personal electronic communication devices.

Board of Education Rule 363.2, Procedures for Student Responsible and Acceptable Technology Use provides that students may bring a personal electronic communication device to school and use the device only to the extent consistent with rules or directives issued “by school staff to govern the time, place, and manner in which students may possess and use personal electronic communication devices.” In addition, Board of Education Policy and Rule 443.5, Student Use of Two-way Communication and Other Electronic Devices, permits building principals “to establish school rules and acceptable use guidelines for students’ limited and non-disruptive use of personal electronic communication devices for educational, safety, medical, vocational or other legitimate reasons.”

The Directives below apply to all personal electronic communication devices such as cell phones, gaming devices, iPads, and other similar technology. If you need to contact your student during the school day, please contact the school office directly at 920-448-2095. If parents/guardians call or text their student during the school day, students will not be able to respond immediately.

### **Franklin Middle School Personal Electronic Communication Device Directives**

1. Students are **PERMITTED** to use personal electronic communication devices during the following times:
  - a. Before the morning bell rings.
  - b. During lunch period in the cafeteria.
  - c. After the dismissal bell.
2. Students are **NOT PERMITTED** to use personal electronic communication devices during the following times; during passing time and any instructional period (including study hall) in any location (e.g. library, hallways, gymnasium) unless given permission of the teacher.
3. Devices must be silenced and out of sight. Students are responsible for their own personal electronic communication devices. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic communication device that a student chooses to bring to school or to a school activity.
4. Personal electronic communication devices may “be used during instructional time at the discretion of and in the manner determined by the classroom teacher and/or building principal, consistent with established procedures”. When permitted to do so, the use must be consistent with Board of Education Rule 363.2 Procedures for Student Responsible and Acceptable Technology Use. Where staff have reason to suspect that any personal electronic device is present or has been used in violation of any Board policy or school rules, school personnel may temporarily confiscate the device from the student during the class period. Staff shall make an effort to store a confiscated device in a reasonably secure location. To the extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.
5. Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc.) or communications capabilities in locker rooms, restrooms, or any other area that could constitute an invasion of any person’s reasonable expectation of privacy.
6. Any student who possesses or uses a personal electronic communication device in violation of Board policy or

these Directives shall be subject to appropriate consequences, including, but not limited to, disciplinary action, required surrender of the device and/or having his/her privileges to possess the device on school premises or at school-sponsored activities restricted by the building principal or designee. The District may also refer certain matters to law enforcement. A device may be confiscated in the school setting if the building principal or designee determines the device in any way harms others, interferes with a positive learning environment or is in violation of Board policy.

- a. **First Offense:** Staff will give students a verbal reminder to put the electronic device out of sight. If the student refuses to put the device away, the student will be sent to the office and the incident will be treated as a third offense.
- b. **Second Offense:** Staff may require students to turn over the device being used during the instructional period or passing time. The student will pick up their device from the office at the end of the day. The incident will be documented in the student's discipline record and a parent will be notified. If the student refuses to turn over the device, he/she will be sent to the office and the incident will be treated as a third offense.
- c. **Third and Subsequent Offenses:** The student's parents will be called to pick up the device. The incident will be documented in the student's discipline record. Students may be prohibited from bringing the device to school.

Your child's success is our priority and our partnership with you is vital. Thank you for all you do to make school success a priority.

Sincerely,

Franklin Middle School Staff