

# REGULATION GUIDE

STUDENTS

R 5516/page 1 of 7

Use of Electronic Communication Devices

Dec 24

[See POLICY ALERT No. 234]

## R 5516 USE OF ELECTRONIC COMMUNICATION DEVICES

The following provisions govern student use of electronic communication devices on school grounds.

### A. Use of Electronic Communication Devices

#### Optional – Choose one of the following options below

1. ~~[Students are prohibited from using an electronic communication device anywhere on school grounds during the school day to include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.]~~

1. [Students are permitted to use an electronic communication device during the school day

at lunch time;

at recess;

at times approved by the teacher for instructional purposes;

on a school bus at times designated by the ~~Principal~~ *Head of School or designee*

during passing time between classes; and

After school and extracurricular activities under faculty supervision

2. Under no circumstances is a student permitted to use an electronic communication device to communicate or take videos or photographs in a restroom, locker room, shower area, or any other area where any person is removing or changing cloths and/or in any other area or location where a person has a reasonable expectation of privacy. Student use



# REGULATION GUIDE

of an electronic communication device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.

STUDENTS

R 5516/page 2 of 7

Use of Electronic Communication Devices

3. Students are encouraged not to bring electronic communication devices to school. If a student chooses to bring an electronic communication device(s) to school, the device(s) shall be turned off by the student and passcode protected to prevent any unauthorized use of the device. The electronic communication device shall remain in the student's backpack/book bag or locker during the school day when its use is not authorized in accordance with Policy 5516 and this Regulation.

## **{Optional**

**X** A classroom or other instructional space may have a designated location where students are required to turn off, ensure the electronic communication device is passcode protected, and store the electronic communication device until the student leaves the classroom or other instructional space.]

4. If a student brings an electronic communication device to school, the student assumes the risk of damage, theft, or loss of the electronic communication device. The school district is not responsible for lost, stolen, or damaged devices.
5. If a student needs to be in contact with their parent(s) during a time the student is not permitted to use an electronic device, the student shall request permission from a teaching staff member to go to the main office to use the school phone. If a parent(s) needs to be in contact with their student for an emergency, the parent(s) shall contact the main office.

## B. Discipline

1. First Offense in a School Year



# REGULATION GUIDE

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the ~~Principal~~—*Head of School or designee* office for the remainder of the academic school day.

STUDENTS

R 5516/page 3 of 7

Use of Electronic Communication Devices

- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.
- c. The student will be able to pick up the electronic communication device in the ~~Principal~~—*Head of School or designee* office at the end of the academic school day.
- d. The student will have the electronic communication device returned upon signing an acknowledgment of their first offense violation of Policy 5516 and this Regulation.
- e. The following discipline will be imposed on a student for a first offense of the provisions in Policy 5516 and this Regulation:

- (1) Elementary School Student

Phone taken by administration and returned to parent

- (2) Middle ~~and High School~~ Student

Phone taken by administration and returned to parent and detention assigned

2. Second Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the



# REGULATION GUIDE

~~Principal~~—*Head of School or designee* office for the remainder of the academic school day.

- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.

## STUDENTS

R 5516/page 4 of 7

### Use of Electronic Communication Devices

- c. The electronic communication device must be picked up at the ~~Principal~~—*Head of School or designee* office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a second offense in a school year for their child.
- f. The following discipline will be imposed on a student for a second offense of the provisions in Policy 5516 and this Regulation:

- (1) Elementary School Student

Parent meeting held with administration

- (2) Middle ~~and High School~~ Student

Parent meeting held with administration and detention given

### 3. Third Offense in a School Year



# REGULATION GUIDE

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the ~~Principal~~—*Head of School or designee* office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.

## STUDENTS

R 5516/page 5 of 7

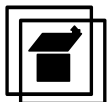
### Use of Electronic Communication Devices

- c. The electronic communication device must be picked up at the ~~Principal~~—*Head of School or designee* office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pickup the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a third offense in a school year for their child.
- f. The following discipline will be imposed on a student for a third offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student

Detention will be issued and permanent cellphone ban will be put in place for the remainder of the school year

(2) Middle ~~and High School~~ Student



# REGULATION GUIDE

Detention will be issued and permanent cellphone ban will be put in place for the remainder of the school year

4. Fourth Offense in a School Year
- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the ~~Principal~~ *Head of School or designee* office for the remainder of the academic school day.
  - b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.

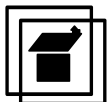
STUDENTS

R 5516/page 6 of 7

Use of Electronic Communication Devices

- c. The electronic communication device must be picked up at the ~~Principal~~ *Head of School or designee* office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a fourth offense in a school year for their child.
- f. The following discipline will be imposed on a student for a fourth offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student



# REGULATION GUIDE

Student will receive in-school suspension for one whole school day

(2) ~~Middle and High School~~ Student

Student will receive in-school suspension for one whole school day

Issued:

