

<b>Book</b>	Policy Manual
<b>Section</b>	200 Students
<b>Title:</b>	Electronic Devices Policy
<b>Code:</b>	237
<b>Adopted</b>	June 27, 2022
<b>Last Revised</b>	April 28, 2025

### **Purpose**

To establish guidelines for the appropriate use of electronic devices in schools to ensure and maintain an educational environment that promotes social and emotional wellbeing and is free of distractions caused by electronic devices, which hinder the learning process.

### **Authority**

The Board and District administration shall have the right to regulate the use of electronic devices in accordance with applicable law.

### **Definitions**

**Electronic Devices:** All devices that can take photographs; that can record, store, transmit, receive, reproduce, initiate, or display audio or video data, calls, messages, images, or any other form(s) of communications; or that can connect to the Internet. This definition includes all devices with voice, data, text, and/or navigation capabilities, those that perform word processing functions, and those that support computer and online applications (apps). For purposes of this Policy and the accompanying Administrative Regulation, this definition does not include District-owned or -issued devices, the use of which is governed by Board Policy 815.

**Instructional Period:** The time between the start and end of a class period.

**Non-Instructional Period:** A time during the school day when students are not in a scheduled class. This includes lunch breaks and passing periods between classes.

**Legitimate Educational Purpose:** Any activity that directly supports the educational objectives of the school district. This includes research, accessing educational resources, completing assignments, and other activities approved by the teacher or school administration.

**Designated Storage Area:** A specific location assigned by the school where students are required to store their cell phones and electronic devices during instructional periods. This could be a locker, a designated bin in the classroom, or any other secure area determined by the school principal or designee.

**Beginning of School Day:** The official start time of the school day as defined by the school district's schedule.

**End of School Day:** The official end time of the school day as defined by the school district's schedule.

## **Delegation of Responsibility**

The Superintendent or designee shall develop Administrative Regulations detailing rules and conditions upon which students may use electronic devices at school, at school-sponsored activities, and on vehicles owned, operated, or under the control of the District, in accordance with applicable law, and further in a manner consistent with the general guidelines outlined below.

## **Guidelines**

The safest place for a student's cell phone and other personal electronic devices is at home. The District will not be responsible for damage, loss, or theft of an electronic device under any circumstances.

During school hours, if a parent/guardian needs to get a message to their student, they are encouraged to call the school's office so that the message may be delivered to the student as soon as possible in a manner that will not disrupt learning.

Guidelines developed in the Administrative Regulations shall include the following:

- Procedures for elementary, middle, and high school students on restrictions and permissions for use of electronic devices.
- Consequences for violation of the Policy.
- Education of students about the Policy and the impact of cell phone use.
- Education of parents/guardians about the Policy.
- Any exceptions to the Policy based on medical, educational, or legal reasons.

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## **Electronic Devices – 237 – Administrative Regulations (AR)**

### **General Guidelines**

The use of electronic devices by students within all buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises is subject to the conditions contained in this Administrative Regulation, the accompanying Board Policy, and any additional regulations imposed by the building principal that are not inconsistent with this Administrative Regulation or the accompanying Board Policy.

During instructional periods, electronic devices must be turned off and away and/or stored in lockers, backpacks, or designated storage areas (such as phone caddies).

Use of electronic devices during instructional periods is not permitted unless specifically allowed by the teacher for a legitimate educational purpose.

### **Elementary School**

At the elementary school level, students are not permitted to use electronic devices unless prior permission has been granted by the building principal for legitimate educational purposes or other urgent/compelling reasons. If such an exception has been granted, then students may only use their electronic device for the limited purpose(s) for which the exception was granted.

### **Middle School**

At the middle school level, students are not permitted to use electronic devices unless prior permission has been granted by the building principal for legitimate educational purposes or other urgent/compelling reasons. If such an exception has been granted, then students may only use their electronic device for the limited purpose(s) for which the exception was granted. Otherwise, electronic devices must be kept in lockers.

### **Permitted Use of Cell Phones:**

- Before the beginning of the school day and after the end of the school day.
- For medical purposes or reasons stated below (Special Considerations).

### **High School**

At the high school level, students are not permitted to use electronic devices unless prior permission has been granted by the building principal for legitimate educational purposes or other urgent/compelling reasons. If such an exception has been granted, then students may only use their electronic device for the limited purpose(s) for which the exception was granted. Each classroom will have a secure storage area (e.g., a lockable box or designated shelf) where students must place their cell phones at the beginning of each class.

### **Permitted Use of Cell Phones:**

- Before the beginning of the school day and after the end of the school day.
- Lunch, in designated areas to eat lunch.
- Passing time between classes.
- For medical purposes or reasons stated below (Special Considerations).

### **Regulations Applicable to Use of Electronic Devices**

In the limited instances where students are permitted to use electronic devices in accordance with this Administrative Regulation, the accompanying Board Policy, or in accordance with any additional regulations imposed by the building principal, such use is subject to all of the following regulations:

1. Electronic devices may not be used to conduct any activities that violate state and/or federal law, Board Policy, Administrative Regulations, school rules or any provision of the applicable student handbook or code of conduct.
2. Electronic devices may not be used in any manner that interferes with, is not conducive with, or is disruptive to, educational or extracurricular activities or events of the District, or social development.
3. Use of electronic devices in restrooms, locker rooms, and other areas where individuals would have a similar expectation of privacy is expressly prohibited.
4. Use of electronic devices must be used in compliance with Board Policy 815.
5. Except for events which are open to the general public, students are prohibited from using electronic devices to take photographs or video while in school buildings or on school vehicles owned, operated, leased, or under control of the District, unless authorized by a teacher or building administrator for use in connection with an activity related to the curriculum or other District-sponsored activity.
6. If a student does not have a cell phone to use for a legitimate educational purpose, an accommodation will be made for the student to use a district device to complete the assignment.

**Progressive Discipline/ Consequences:**

First and Second Offense: Verbal warning and reminder of the Policy. Student will be asked to put the phone away in a designated place as determined by the teacher (i.e., phone pouch, locker, shelf, etc.).

Third Offense: Student will be asked to put the phone away in a designated place as determined by the teacher (i.e., phone pouch, locker, shelf, etc.). A more formal meeting will be held with the student about the need to keep the electronic device off and away during instructional periods.

Fourth Offense: Contact with parent or guardian. A minor discipline incident will be recorded.

Fifth and Subsequent Offenses: A major discipline incident will be recorded. Referral to the administration to contact parents/guardians. Additional consequences may be considered based on the severity and frequency of the offenses, such as detention, in-school suspension, Saturday school detention, or out of school suspension. Frequent violators may be referred to a student assistance team to determine if a restorative practice recommendation is needed.

Teachers are not responsible for storing or confiscating phones. Enforcement will be administered by the school administration.

**Restorative Practices:**

Students who frequently violate the cell phone policy may be required to participate in a student assistance assessment and be part of restorative practices, such as:

- Reflection on the impact of electronic devices on learning.
- Peer mediation sessions to discuss the importance of maintaining a focused learning environment.
- Referral to counseling.

Smartwatches & Other Devices:

Smartwatches must follow the same rules as phones (off & away during class).

If a smartwatch is used to text, call, or access social media during class, it will be treated as a phone violation.

Earbuds and headphones may not be worn during instruction unless permitted by the teacher.

Role of Parents/Guardians:

Parents/Guardians should NOT text or call students during school hours.

In an emergency, parents/guardians must contact the school office, which will relay messages to students.

Parents/Guardians are expected to support enforcement of the policy.

Parents/Guardians will be asked to verify a review of the policy with their child at the beginning of each year.

**Administrative & Teacher Responsibilities:**

A schoolwide, unified approach must be implemented to ensure fairness.

Teachers must work to enforce the policy consistently in their classrooms.

Administrators must support teachers by consistently enforcing consequences for violations.

Digital Responsibility Education Program:

The district will implement an educational program to inform students about the dangers of excessive cell phone use, such as:

- The impact of screen time on mental and physical health.
- Classroom discussions and activities focused on developing healthy digital habits.
- Distribution of informational materials to students and parents/guardians about the risks, including social impact associated with excessive cell phone use and strategies for managing screen time.

Special Considerations:

Exceptions for medical conditions must be documented with the school nurse.

IEP and 504 accommodations will be honored.

In rare instances, teachers may allow phones for specific classroom activities, but this should be stated clearly and consistently.

**Implementation:** This Policy will be communicated to all students, parents/guardians, and staff at the beginning of each school year. Regular reviews and updates will be conducted to ensure the Policy remains effective and relevant. *This Policy will take effect for the 2025-26 school year.*