



Santa Fe ISD Personal Communication Device/Cell Phone Policy



Santa Fe ISD authorizes students to possess cell phone devices; however, these devices must remain powered off and stored in a bag, purse, or backpack throughout the school day. The school day encompasses class periods, passing times, restroom visits, after-school detention, school spirit events, and arrival at the school building each morning.

Personal Communication Devices (PDCs) refer to items such as tablets, pagers, cell phones, smart watches, and earbuds, but are not limited to these examples.

Expectations

1. Cell phones and any PCD must be powered off and placed in the bag by the 1st bell.
2. The cell phone/PCD must be placed in a bag, purse, or backpack. Placing the cell phone and/or PCD in a hoodie pocket, jacket pocket, or back pocket will not be allowed.
 - a. If students do not bring a bag to school, they will be given one to carry or they can turn their cell phones/PCD into the front office for the day.
3. Placing a cell phone/PCD on vibrate or silence is not considered "off" and is prohibited.
4. Headphones and other Bluetooth-enabled devices (earphones/earbuds) are not permitted to be worn on campus. They must also be put into a bag, backpack, or purse. They are included in the definition of Personal Communication Devices (PDC) because they have the capability to be communication devices
5. Cell phones are not to be used in the hallways or restrooms at any point during the school day.
6. Using a cell phone to record or videotape anyone or any situation is prohibited (this includes recording fights/altercations.)
7. Students may wear watches with cell phone capabilities (smart watches) as long as they are set in airplane mode. Smart Watches used for Personal Communication Devices will be confiscated. If a student is using the watch for time, they should not need to access any apps. Accessing apps or typing on the watch will be considered using it for PCD.
8. A staff member may confiscate a cell phone/PDC if it rings, vibrates, is used, or seen for any reason.
9. Once picked up, the device will be turned into the office. Please see the consequences below on who can pick up the device.
10. Students may carry their backpack/bag/purse during an emergency drill. Therefore, students will have access to their cell phone in case of an emergency.

Exceptions

Exceptions are granted through an established administrative process. To initiate this process, a medical note from a qualified physician is required. For approval of the medical documentation, please consult with the school nurse or campus principals.

Inappropriate Use or Severe Violations

These infractions are not classified as cell phone/PCD violations due to their severity. The list below is not exhaustive.

1. Electronic communication that contains inappropriate content, profanity, intimidation, or threats to others.
2. Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act.
3. Using a cell phone or PCD to
 - a. Bullying (this includes cyber-bullying).
 - b. Academic dishonesty or cheating.
 - c. Possession and/or use during state testing.
 - d. The use of camera or recording features of cell phones and portable digital media devices in restrooms, locker rooms, or any area that a person would reasonably believe would constitute an invasion of any person's privacy (this includes recording fights and other altercations);
4. Communicating in a way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school sponsored events.
5. Refusal to relinquish the phone to any staff member upon request.

*According to the Student Code of Conduct, failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and insubordination will receive disciplinary action

Violation Consequences

Violation of the cell phone guidelines will result in the following:

First Offense

1. Confiscation of the phone
2. 1 hour detention
3. Parent messaged using Parent Square
4. The student can retrieve the phone from the office at the end of the day.

Second Offense

1. Confiscation of the phone
2. 2-hour Detention
3. Parent messaged using Parent Square
4. The student can retrieve the phone from the office at the end of the day.

Third Offense

1. Confiscation of the phone
2. 4-hour detention
3. Parent messaged using Parent Square
4. The student can retrieve the phone from the office at the end of the day.

Fourth Offense

1. Confiscation of the phone

2. 1 day of ISS
3. Parent messaged using Parent Square
4. The parent must pick up the phone at the end of the day

Fifth or More Offense

1. Confiscation of the phone
2. 2 days of ISS
3. The cell phone will be prohibited for the remainder of the semester. This means that the phone may not be in a purse/bag/or backpack and must be turned into the office each morning.

ISS and DAEP

All students going to ISS or DAEP will be required to turn in their cell phone at the beginning of the day and may be subject to additional screening with the metal detectors or a security wand.

Communication of Important Messages**Parents Communicating with Students**

Parents can message their child for non-emergencies using the designated link on the campus website. For emergencies, call the campus front office first or use the emergency message link provided on the website. The website will have a time limit to ensure staff has enough time to deliver the message.

For urgent situations, please contact the front office directly or use the emergency message link provided online. We are here to help ensure that every important message gets to your child promptly and safely.

Students Communicating with Parents

If a student needs to get a message to a parent/guardian, they will be allowed to use a classroom phone at an appropriate time during the class period or use the phone in the office.