Elgin ISD Personal Communication Device Policy and Procedure

Updated July 24, 2025. Subject to change based on anticipated release of TEA guidelines.

FNCE (LOCAL)

Personal Communications Devices

A student is prohibited from possessing or using a personal communication device on school property during the school day. A student who violates this policy or any regulations shall be subject to discipline in accordance with the Board-adopted Student Code of Conduct.

An authorized District employee shall confiscate a student's personal communication device that is possessed in violation of this policy or any applicable regulations.

If a personal communication device is not retrieved, the District shall dispose of the device after providing the notice required by law

Exceptions

A student shall be authorized to possess and use a personal communication device on school property during the school day only under the following circumstances:
1.The student's possession and use is necessary for implementation of the student's individualized education program, a 504 plan, or a similar program or plan;
2.The student's possession or use is required due to a documented need based on a directive from a qualified physician; or
3.The student's possession or use is necessary to comply with a health or safety requirement imposed by law or as part of the District or campus safety protocols.

Implementation

The Superintendent shall develop regulations to implement this policy.

Compliance

Annually, the Superintendent shall report to the Board on the implementation and compliance of this policy.

Administrative Procedures

Elgin ISD has implemented the following administrative procedures in alignment with Board Policy FNCE (LOCAL) prohibiting students from using personal communication devices while on school property during the school day, as required by Texas House Bill 1481. This legislation aims to reduce distractions, safeguard student privacy, and enhance the overall learning environment. Beginning with the start of the 2025-26 school year, Elgin ISD will require all students to leave their personal communication devices at home or power them off and store them away and out of sight while on school property during the school day. The school day begins at the signal of the first bell and ends at the signal of the dismissal bell, and includes tutorial periods, all instructional time, lunch, and passing periods. A personal communication device includes a telephone, cell phone such as a smartphone or flip phone, tablet, smartwatch, radio device, paging device, gaming device, earbuds or headphones, or any other electronic device capable of telecommunication or digital communication. Earbuds or headphones may be permitted by a classroom teacher for instructional use only. Devices provided by the district are not subject to this restriction. **Exception:** Students may use personal communication devices only if required by the student's Individualized Education Program (IEP) or Section 504 Individual Accommodation Plan, or if the student has a documented medical directive for use of a personal communication device from a qualified physician.

Disciplinary Consequences

First Offense	• Warning • Parent notified
Second Offense	• Device confiscated by campus staff • Offense documented in Skyward • Parent notified • Student can retrieve the device from the campus office at the end of the school day on which the offense occurred.
Third Offense	• Device confiscated by campus staff • Offense documented in Skyward • Additional disciplinary measure at campus administrator's discretion • Parent notified • Parent may pick the device up from the campus office at the end of the school day on which the offense occurred.
Fourth Offense	• Device confiscated by campus administrator • Offense documented in Skyward • Parent/guardian meeting scheduled during which the parent/guardian will be asked to sign a letter of understanding outlining future disciplinary consequences • Up to one day of in-school suspension (ISS) • Parent/guardian can retrieve the device from the campus
Fifth Offense	• Device confiscated by campus administrator • Offense documented in Skyward • Parent/guardian notified • Up to three days of in-school suspension (ISS) • Parent/guardian can retrieve the device from the campus
Sixth Offense	• Device confiscated by campus administrator • Offense documented in Skyward • Parent/guardian notified • Up to five days of in-school suspension (ISS) • Parent/guardian can retrieve the device from the campus
Seventh Offense	• Device confiscated by campus administrator • Offense documented in Skyward • Parent/guardian notfied • Up to ten days of in-school suspension (ISS) • Parent/guardian can retrieve the device from the campus
Subsequent Offenses	Subsequent offenses may result in additional in-school suspension (ISS), out-of-school suspension (OSS), or a Disciplinary Alternative Education Program (DAEP) placement for secondary students not to exceed ten days.

Refusal by a student to surrender a personal communication device when requested will be considered a violation of the EISD Student Code of Conduct and could result in suspension or, for secondary students, placement in DAEP. Campus administrators will use administrative discretion to make a determination based on the student's disciplinary history.