

REGULATION

PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

STUDENTS
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5516R – USE OF ELECTRONIC COMMUNICATION DEVICES

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

A. Use of Electronic Communication Devices

1. Elementary and middle school 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.
2. High school students are permitted to use an electronic communication device during the school day
 - ___ at lunch time;
 - ___ on a school bus at times designated by the Principal or designee;
 - ___ during passing time between classes; and
3. 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 clothes and/or in any other area or location where a person has a reasonable expectation of privacy. Student use of an electronic communication device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.
4. Elementary and middle school 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. The electronic communication device shall remain in the student's locker (middle school) or cubby (elementary school) during the school day when its use is not authorized in accordance with Policy 5516 and this Regulation. If a phone is visible at any time during the school day, staff members have the right to ask the student for the phone, turn it off and bring the phone to the main office where the assistant principal or principal will follow the code of conduct.

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At the high school, each classroom or other instructional space shall 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.

5. 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.
6. 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

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and may 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 or designee's 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

Principal or designee will meet with student and parent to review expectations

(2) Middle and High School Student

High School - Phone is confiscated and held until the end of the school day. A warning is issued.

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Middle School - staff member brings the device to the main office/written warning/student meets with administrator.

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 Principal or designee's 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.
 - c. The electronic communication device must be picked up at the Principal or designee's 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

Principal or designee will meet with student during recess to review expectations and follow up with parent
 - (2) Middle and High School Student

Phone is confiscated, held until the end of the school day and a central detention is assigned.
3. Third 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 or designee's office for the remainder of the academic school day.

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- 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 electronic communication device must be picked up at the Principal or designee's 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

Student will lose recess and parent will meet with principal or designee.
 - (2) Middle and High School Student

High School - Phone is confiscated, held until the end of the school day and a Saturday Detention is assigned.

Middle School - Phone is confiscated, held until the end of the school day and a central detention is assigned.
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 or designee's 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.
 - c. The electronic communication device must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.

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- 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 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

Same as third offense as well as lost privilege to attend a school event such as field day or a field trip
 - (2) Middle and High School Student

Same as third offense with consideration for additional lost privilege to attend a school event
- 5. A student who violates the provisions of Policy 5516 and this Regulation more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an electronic communication device on school grounds during the school day or while participating in school district programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intra-murals and interscholastic games and practices.
 - a. The following discipline will be imposed on a student for bringing their electronic communication device to school after being prohibited to have their electronic communication device on school grounds:
 - (1) Elementary School Student

Same as third offense as well as suspension
 - (2) Middle and High School Student

Same as fourth offense

Adopted: February 17, 2026