

OSH Technology Violation Process



[Board Policy 505](#) | [Board Procedure 505](#)

Policy Overview:

Students are discouraged from bringing cell phones or personal electronic devices (ie: AirPods/Earbuds, Apple Watches, iPads, and any other personal devices) to school. If students choose to bring cell phones and personal electronic devices to school, they must keep them turned off and out of sight during each class period and throughout the school building during instructional time. Personal electronic devices will be allowed before and after school and during lunch and passing time.

The only exceptions are for students with documented medical needs outlined in an IEP, 504 Plan, or Health Plan.

Staff Response to Device Use During Instructional Time

If a student is using a device during instructional time (in any location in the building), staff will:

1. **Ask** the student to hand over the device.
2. **Bag and tag** the device. (Bags and labels will be provided to teachers.)
3. **Secure** the device in a locked cabinet or drawer.
4. **Deliver** the device to Student Services as soon as possible for secure storage and documentation.

Special Note for 5th and 6th Period:

- Complete the documentation slip.
- Bag, tag, and secure the phone until **2:00 p.m.**
- Return the device directly to the student.
- Bring the slip to Student Services so the incident can be logged and the family can be notified.

If a student refuses to hand over their device to a staff member, call Student Services for an escort to meet with an SMS.

	First Violation	Second Violation	Third Violation	Fourth+ Violation
Communication	Student Services will contact home via email/phone/TalkingPoints	Student Services will contact home via email/phone/TalkingPoints	Student Services will contact home via email/phone/TalkingPoints	Student Services will contact home via email/phone/TalkingPoints, and SMS meeting
Return Plan	Student pick up at the end of the day in Student Services from SMS/AP	Student pick up at the end of the day in Student Services from SMS/AP	Parent/guardian picks up the device at the end of the day in Student Services from SMS/AP	Parent/guardian picks up the device at the end of the day in Student Services from SMS/AP

Refusal to Turn In Cell Phone

If a student refuses to hand over their device to a staff member, call the office at 88070 for an escort to meet with an SMS.

Upon arriving at the office, SMS will work with the student and family to:

- Communicate expectations and next steps
- Review any past violations
- Document behavior with an Office Referral
- Meeting with parent/guardian to create a plan for following school digital device expectations in the future.

	First Violation	Second Violation	Third Violation
Communication	Student Services will contact home via email/phone/TalkingPoints	Student Services will contact home via email/phone/TalkingPoints	Student Services will contact home via email/phone/TalkingPoints
Disciplinary Plan	Considered 2nd Offense + Office Referral + ATS	Considered 3rd Offense + Office Referral + ATS	Considered 4th Offense + Office Referral + ATS + Individual Technology Contract
Return Plan	Student pick up at the end of the day in Student Services from SMS/AP	Student pick up at the end of the day in Student Services from SMS/AP	Parent/guardian picks up the device at the end of the day in Student Services from SMS/AP