



# Capital School District

## Board of Education Policy

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| Section: Student                                        |
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| Title: Personal Technology Devices (Cell Phones) Policy |
| Policy #: 700-20                                        |
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| Date Approved: 07/01/26                                 |
| Date Revised: 06/17/26                                  |

### Personal Technology Devices (Cell Phones) Policy 700-20

#### Purpose

Capital School District recognizes that technology has become infused throughout our daily lives, and that the appropriate use of technology benefits our students and staff. However, when technology is used inappropriately, it detracts from the learning process. This policy defines when personal technology devices may be utilized by students and staff, while on Capital School District property, when officially engaged in District or school sponsored activities, and while on transportation provided by the District or schools.

#### Definitions:

I. A personal technology device (PTD) refers to any electronic device that has not been provided by Capital School District, which has the ability to send or receive data, take photographs, record or present audio/video/images, connect to other devices or electronic systems, etc. Such devices include, but are not limited to: cell phones, smart devices, media players, electronic gaming systems, tablets, laptops, smartwatches, headphones or audio earpieces, wearable technology and so on.

II. “Building Administrator” refers to any person who is responsible for the administration of a building or office. This includes all principals, associate principals, program supervisors, discipline/security personnel or other individuals designated by the building principal.

#### Procedures:

I. Overview – While PTD expectations varies by grade level and role, the following provisions apply districtwide:

- a. PTDs may not disrupt the educational process or school activities.
- b. Students and staff shall not use PTDs or wearable technology to photograph, record, livestream, transmit, monitor, or otherwise capture images, audio, video, or similar content in restrooms, locker rooms, or other areas where individuals have a reasonable expectation of privacy, or in any manner that infringes on the privacy rights of others, disrupts the educational environment, or violates school rules, district policy, or applicable law.
- c. Before the start of the school day, cell phones may be used before entry to the school building. Additionally, cell phones may be used after a student or staff member has been released following the official end of the school day or after the conclusion of school

sponsored activities, whichever occurs later. During the school day, students and parents or guardians should communicate through the school office unless access is permitted under an approved exception or otherwise directed by school staff.

- d. Students and staff are responsible for the PTDs they bring to school. The District shall not be responsible or liable for loss, theft, or damage of any such device brought onto school property or to a school sponsored activity. This includes any costs associated with the unauthorized use of a lost or stolen PTD.
- e. This policy shall not prohibit student access to a cell phone or other personal electronic device when required for a documented medical need, an Individualized Education Program (IEP), a Section 504 Plan, another educational accommodation, language-access support for multilingual learners, a verified emergency, or when directed by school staff for safety purposes. Requests for an exception shall be submitted to the building principal or designee, who may coordinate review and approval with the appropriate district office staff as necessary.
- f. Schools shall implement age-appropriate, progressive consequences for student violations of this policy, aligned with the student success guide and designed to correct behavior rather than impose punitive discipline. These consequences shall be implemented consistently across the district in accordance with this policy and any accompanying administrative procedures. Schools shall identify the staff members responsible for enforcing early-stage consequences (e.g., verbal warnings, parent contact, etc.) and those responsible for handling escalated offenses. All violations shall be documented consistently in a manner determined by the district. Progressive consequences for student violations of this policy shall include:
  - 1st Incident - Verbal Warning, Document Incident and Parent Contact
  - 2nd Incident - Admin Detention, Documented Referral, and Parent Contact
  - 3rd Incident - In School Suspension, Documented Referral, and Parent Contact
  - \*Repeated incidents will be processed as defined within the Student Success Guide.The use of PTDs to record, photograph, livestream, transmit, monitor, distribute, or otherwise capture verbal or physical altercations may result in additional disciplinary consequences.
- g. The District and schools shall communicate this policy and related expectations to students and parents or guardians through the Student Success Guide, orientations, and other appropriate methods. Where practicable, communication should include clear expectations and accessible formats for families. Staff shall consistently reinforce the policy in classrooms, during school activities, and in other supervised school settings, adhering to the procedures established by school administration.
- h. The District shall monitor discipline data related to student violations of this policy to support consistent and equitable implementation and to inform periodic policy review.
- i. This policy shall be developed and periodically reviewed with input from educators and relevant school staff. The District will seek feedback from students, parents or guardians, and other stakeholders, as appropriate, to inform policy implementation and review.

II. Elementary and Middle Schools (K-8) – Students should not need to possess PTDs, while in the charge of the Capital School District, and should use building resources, even when contacting parents or legal guardians. During the school day and during school/District sponsored activities PTDs must be turned off and out of sight (stored in a backpack, locker, or other designated personal storage location and not visible to others). Cell phones and other PTDs may not connect to District resources. Cell phones may only be possessed and used under the following conditions; other PTDs are not permitted unless approved under an authorized exception:

- a. While on transportation provided by the District or schools that includes a destination that will take over an hour (one way) to reach, the building administrator may permit cell phones to be used by students. The building administrator will provide specific guidance to parents prior to any approved use of cell phone. Audio from cell phones may only be played through headphones or earbuds at a volume that is not disruptive to others.
- b. Cell phones may not be used while on transportation provided by the Capital School District lasting under an hour (one way).

III. High School (9-12) – Students are permitted to possess and use PTDs on Capital School District property, while at school/District sponsored activities, and while on transportation provided by the District or schools under the following conditions:

- a. PTDs may not connect to District resources. During the school day, cell phones and other PTDs must be turned off and out of sight (stored in a backpack, locker, or other designated personal storage location and not visible to others), except during the student's individually scheduled lunch period.
- b. Administrators reserve the right to further restrict the use of PTDs based on individual school and programmatic needs.
- c. While on transportation provided by the District or schools, PTDs may be used. Audio from PTDs may only be played through headphones or earbuds at a volume that is not disruptive to others.
- d. When visiting other schools or non-Capital School District locations, students shall adhere to the procedures in place at that location and follow any additional guidance provided by the local administrator or designee.
- e. As directed and permitted by the sponsoring advisor, PTDs may be used during school sponsored activities.

IV. Staff Use – Staff are permitted to possess and use PTDs on Capital School District property, while at school/District sponsored activities, and while on transportation provided by the District or schools under the following conditions:

- a. PTDs may not be used while staff are assigned students or during regular duty assignments, except for authorized educational, safety, emergency, or job-related purposes.
- b. Cell phone and other informal communications (voicemail and text messaging) to and with students should be avoided with the exception of emergency situations. (Refer: 200-11 Acceptable Use and Internet Safety Policy)

- c. Unless a PTD is recommended and requested to further meeting or professional development objectives, PTDs should be silenced and not used during professional development.
- d. While staff PTDs may connect to the BYOT wireless network, staff should limit their use to a single device per person.
- e. In order to facilitate any duties assigned by the Building Administrator or District, PTDs may be used during school sponsored activities and while on transportation provided by the District or schools.
- f. Staff may not use PTDs or wearable technology to photograph, audio record, video record, livestream, transmit, monitor, or otherwise capture student or staff images, voices, or information, except for authorized educational, safety, or job-related purposes consistent with district policy and applicable law.