



TUHSD Electronic Device Policy 2026-2027

Purpose

The purpose of this policy is to support a focused, distraction-free learning environment in alignment with **California Education Code §48901.7**, and TUHSD BP 5131.8: Mobile Communication Devices, which allows schools to limit or prohibit the use of cell phones and smart watches during the school day. The goal in prohibiting use of these devices is to restore student attention and focus on learning, mitigate the harms of cell phones/social media, and better ensure safety and privacy on campus.

General Policy

- **Personal Devices**

- Students are not permitted to use personal devices—such as laptops or tablets—for instructional purposes during the school day. In alignment with this change, the district's WiFi network will no longer support personal student devices.

- **Cell Phone and Smart Watch Use**

- Cell phones and smart watches may **NOT** be used during the entirety of the school day at any location on campus, including during student lunch and free periods.
- Once a student enters campus, their device(s) is to remain turned off and in a school-issued NuKase for the entirety of the school day.
- The locked NuKase is to remain in the student's backpack or school-issued locker for the entirety of the school day.

- **Medical Exemptions for Phone Case Usage**

- TUHSD is committed to providing a safe, focused learning environment while fully supporting the health and medical needs of our students. Students with documented medical conditions that require the use of a smartphone or connected medical device (such as a Continuous Glucose Monitor, heart monitor, or assistive communication app) will be issued a modified medical-access case. These exceptions are not for convenience or preference, but for clearly documented needs.
- To obtain a medical exemption case, guardians must complete the medical exemption form. This form can be located in the main office.

- **Headphones and Listening Devices**

- Unless explicitly allowed by staff, corded headphones, earbuds, and other listening devices may not be used.

- **Emergency Use**

- 911 can be called from any classroom telephone.
- Students who need to make an emergency call during the day should request a pass to the main office to use a phone.
- In significant situations, school administrators will have the discretion to unlock a student's

phone.

○ Examples of emergencies / urgent situations include:

- A sudden illness or injury in the family or other family emergencies that require immediate attention
- Time-sensitive concerns like a change in a medical appointment time or a need to unexpectedly pick your student up early

● **Use of Devices, Including Disruptive or Unsafe Use**

○ Students are subject to disciplinary action if their phone and/or smart watch is outside of the locked case at any point during the school day. The use of a device to engage in cheating, bullying, harassment, unlawful recording or photographing, or violating other school rules will result in additional consequences.

● **Responsibility for Personal Property**

○ The school and staff are not responsible for damage to or theft of a student's phone and/or smart watch. Students must adequately secure their device(s) inside of the provided case and place the case inside their backpack/locker or otherwise maintain it in their personal possession at all times.

● **Responsibility for School Property**

- Cases **must not be decorated or tampered with**. All cases must be returned in good working condition at the end of the school year or when a student is unenrolled. Cases that are modified or decorated will be considered as damaged and will incur replacement fees.
- Students who intentionally damage, lose, or tamper with their case will incur replacement fees.
- The replacement fee is \$30.00 for each case.

Acknowledgment of Policy

Students and parents/guardian must read and return a signed copy of this policy at the beginning of the school year. Students may not bring phones to school until the signed policy is returned.

Day-to-Day Procedures For NuKase

When a student arrives at school, they will :

- Turn off their device (s)
- Place it in their school issued NuKase
- Lock the case
- Place the case in their backpack.

First Class of the day:

Teachers will check that all devices are locked in the students' NuKase and ask them to return it to their backpack.

If a student states they do not have a device in their possession, the teachers will note on the students attendance that they do not have a device for the day. Students will be allowed to attend class.

All students who have previously been identified as not having a cell phone will have a note attached to their profile in synergy to alert all adults on campus.

If a student is later observed to have a device, the school staff may collect the device OR call a school admin to

collect the student's phone for the remainder of the day. A parent/guardian will be contacted by an administrator before the phone is returned.

School administrators will have a list of all students who do not have a phone and/or smart watch as affirmed by parents and guardians who have completed the electronic device waiver.

Students are required to have their phones in the approved school case and stored in their backpack throughout the duration of the school day.

Students without a First Period of the day

- Once a student arrives at school they are expected to turn off and store their device in the NuKase. If a student is later observed to have a device outside of the case, the school staff may collect the device OR call a school admin to collect the student's phone for the remainder of the day. A parent/guardian will be contacted by an administrator before the phone is returned.

At the end of the day, students can

- Unlock their phones in the last class of the school day after the last class of the school day has ended. - If a student forgets to unlock their phone, there will be additional multiple unlock stations at the main building exits to expedite the process.

Leaving Early:

The student will come to the office to ask the campus supervisor or attendance office to unlock their case as they leave.

Athletic Events- Choose one of the following options before you leave campus:

- Unlock with the Athletic clerk
- Unlock at the Main office
- Unlock at the stations on campus. See the campus maps for locations.

Personal Emergency:

A student can ask an administrator for their case to be unlocked and the administrator may open the case. Administrative discretion will be used in assessing the need to unlock phones.

Open / Free Periods During the School Day

Students with open/free periods who remain on campus are not permitted to access their devices. The devices must remain securely locked in the NuKase at all times.

Open / Free Periods at the End of the School Day

- Students with an open/free period at the end of the school day who leave campus and will not return before the end of the school day, may unlock their NuKase and access their devices as they exit campus. ● Unlocking stations will be available at locations on each campus. Please see your campus map for details.
- Students will need to show verification they are leaving campus.

Electronic Devices Stored in Automobiles

- Students who have completed a waiver policy and do not bring their personal devices onto campus, but leave them in their automobile, are not permitted to access their devices during lunch. ● Students who do access their device in their automobile during lunch will be held accountable to the discipline policy for electronic devices.

In the event of a school evacuation during class time:

To ensure the safety and quick evacuation of all staff and students, teachers will not delay evacuation to unlock cell phones.

Phones will not be unlocked until the teacher has evacuated students to a secure location. Follow TUHSD and Site Emergency procedures. Take an unlocking device with you to the evacuation location.

Response to students not following the policy:

If a student is found by staff with a **device outside of a school approved case**, the staff member will confiscate the phone or call an admin to come to their class. The phone will be held in the main office for the remainder of the day.

First Instance: A student's phone or smart watch is confiscated by school staff and held in the main office.

- Student completes electronics device student acknowledge form with the admin.
- Admin calls home and warns that a 2nd infraction will require the parent/guardian to pick up the phone / logs in Synergy that the phone was held in the office.
- **The student** can pick up the phone from the front office at the end of the day.

Second Instance:

- The student's phone is confiscated by school staff and held in the main office.
- Student completes electronics device student acknowledge form.
- Admin calls home/ Logs in Synergy that the phone was held in the office.
- Students will be given an after school restorative group meeting with the Dean OR campus supervisor.
- **Guardian/parent is required to pick up the phone from the front office.**

Third Instance:

- The student's phone is confiscated by school staff and held in the main office.
- Student completes electronics device student acknowledge form.
- Admin calls home, schedules a meeting/ Logs in Synergy that the phone was held in the office. • **Guardian/parent** and the student will meet with administration to discuss behavior and the student will be placed on a restorative agreement.
- **Guardian/parent is required to pick up the phone from the student's AP.**

Subsequent Instance:

- The student's phone is confiscated by school staff and held in the main office.
- Admin calls home, schedules a meeting/ Logs in Synergy that the phone was held in the office.
- The **guardian/parent** is required to pick up the phone from the front office.
- **The student will be required to turn in all electronic devices to the dean of students at the start of all remaining school days for the remainder of the semester. The device(s) will be picked up at the end of each remaining school day, for the entirety of the remainder of the semester.**

Violations

Below is a list of potential student violations. Each of these violations will result in the student's phone and/or case being confiscated by school staff and held in the main office.

- Refusal to place a phone or smart watch in the NuKase.
- Refusal to turn in personal electronics
- Using a phone and/or smart watch during school hours.
- Storing a "burner" or "fake" phone in the NuKase.
- Using another student's NuKase.
- Storing other items besides phone and or smartwatch.

- Using a non-school approved NuKase.

Parent/Guardian contact during the school day

If there is an emergency and you would like to get in contact with your child, please do not hesitate to contact the school directly at :

- a. AWHs : 415-458-3400
- b. RHS: 415-945-3600
- c. THS: 415-380-3500
- d. San An / Tamiscal: 415-945-3770

Policy Review

This policy will be reviewed annually to assess effectiveness, gather feedback from staff, students, and families, and make adjustments as needed to maintain a safe and focused learning environment.