

**Administrative Procedures for Policy #3175 (Students)
Regarding Cell Phones in Schools**

I. Purpose

- A. To ensure that the possession and use of personal electronic communication devices by students does not disrupt the learning environment.
- B. To provide clear, consistent procedures for implementing Policy #3175 regarding student possession and use of personal electronic communication devices.
- C. To ensure uniform application across schools in compliance with state law and MSDE guidance.

II. Definitions

- A. Personal Electronic Communication Device – Any privately owned device capable of transmitting, receiving, accessing, or recording information electronically, including but not limited to cell phones, smartphones, smartwatches, tablets, earbuds, SMART Glasses, and similar technologies. School issued instructional devices are excluded.
- B. School Day – The time in which students enter the building at the beginning of the day until students exit the building at the end of the day including student arrival, student dismissal, instructional time, lunch, recess, passing periods, and assemblies.
- C. School-issued instructional devices – system provided laptop, iPad, or other communication device used for educational purposes only.

III. Scope

- A. Applies to all CCPS students during the school day.
- B. Applies to school buildings and school-sponsored activities occurring during the school day.
- C. Does not apply to staff, law enforcement, or approved visitors.
- D. Wired headphones and earbuds connected to a school-issued instructional device are allowed to be used for instructional and assessment purposes.

IV. Student Expectations

- A. Middle and High School Students
 - 1. Students may bring their phone/smartwatch, but once school begins, the device must be powered completely off (not on vibrate or silent mode) and must remain in a non-visible, secure location.
 - 2. Camera/video and social media must not be used during the school day.

B. Elementary School Students

1. Students may only bring their cell phone/smartwatch with a signed CCPS Elementary Student Cell Phone/Smartwatch Registration Form on file at the school.
2. Registered cell phones/smartwatches must remain completely powered off (not on vibrate or silent mode) and inside the student's book bag, locker, or cubby throughout the entirety of each school day, unless other storage arrangements are made with the teacher.
3. Camera/video and social media must not be used during the school day.

V. Procedures for Storage and Handling of Devices

- A. Students are responsible for securing devices in lockers, backpacks, or designated storage areas as defined by the school administration or classroom teacher.
- B. CCPS is not responsible for lost, stolen, or damaged personal devices.

VI. Responsibilities

A. Central Office

1. Provide guidance, training, and communication support
2. Collect and report data related to the implementation and enforcement of this policy to Maryland State Department of Education (MSDE)

B. Principals and Administration

1. Communicate expectations to students, staff, and families
2. Ensure school level implementation and consistent enforcement
3. Communicate expectations to students, staff, and community
4. Collaborate with families to ensure that students follow the policy and provide counseling and consequences for infractions of the cell phone policy in accordance with the Code of Student Conduct.

C. Teachers and Staff

1. Enforce school day expectations throughout the day.
2. Report violations in accordance with the Code of Student Conduct

D. Students

1. Comply with use and storage expectations

VII. Permitted Use

- A. Use of documented reasonable accommodation in a student's Individualized Education Program (IEP) or Section 504 Plan related specifically to the student's disability.

To qualify as permitted use under Section A, the Special Education and Student Services departments will provide guidelines for students to receive this accommodation. No

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accommodation will be added to the IEP or 504 unless it is necessary to provide the student with access to and participation in the educational program.

- B. Use necessary to address a documented health issue.

To qualify as permitted use under Section B, the Special Education and Student Services departments will provide guidelines for students to receive this accommodation. No accommodation will be added to a health plan unless it is necessary to provide the student with access to and participation in the educational program. Parent and/or healthcare provider documentation may be considered as part of the review process, but does not, on its own, grant approval.

- C. Use to access language translation tools to ensure educational equity for multilingual students when school-issued electronic communication devices are not available or insufficient for this purpose.

To qualify as permitted use under Section C, all requests must be reviewed and approved by the principal to ensure that any measures have been taken to secure a school device.

- D. Use for caregiving responsibilities, as approved by the principal.

To qualify as permitted use under Section D, all requests must be reviewed and approved by the principal in consultation with Student Services prior to implementation.

VIII. Responses to Violations

- A. CCPS will follow progressive discipline as outlined in the Code of Student Conduct.
- B. A disciplinary measure may not include suspension or expulsion solely for a violation of this policy.

IX. Notification

- A. Annual communication of expectations through handbooks and school messaging.
- B. Information posted on the CCPS website.
- C. Schools may provide reminders at the start of the year and as needed.