SUBJECT: STUDENT CELL PHONE/ELECTRONIC DEVICE POLICY

Definitions

a) "Electronic devices and wireless communication devices" (hereinafter referred to as "electronic devices") shall be defined to include portable two-way telecommunication devices, including but not limited to, cellular phones, smart watches, earbuds, walkie-talkies, personal digital assistants (PDA), pagers, laptops with two-way messaging, and other hand-held computing devices (when such is being used as a communication device). This definition will also include any new device developed for communicating via voice, text, or images/video. Excluded from this definition is any District-provided device for instructional purposes and District-issued cell phones for professional use.

b) "Premises" shall include, but is not limited to, school property, school buses/vehicles, and/or any locations where school sponsored/supervised events may be taking place.

School District Responsibility

Students shall be personally and solely responsible for the security of their electronic devices. The West Canada Valley School District (the District) shall not assume any responsibility/liability for theft, loss, or damage of an electronic device or for any unauthorized calls made on an electronic device. If a student brings an electronic device to school, the device will be placed in a locked storage box for the entire instructional day and returned to the student at the end of the instructional day.

To Relay Important Messages to Your Children

Parents/guardians can call the school's main office. Office personnel will relay the message to the student. If the message is personal/private, staff will call the student to the office to speak directly with the parent/guardian.

Prohibited Use of Electronic Devices for Grades Pre-Kindergarten Through Twelve

The use of electronic devices is prohibited:

a) For students in grades pre-kindergarten through sixth from 8:55 a.m. until 3:20 p.m.

b) For students in grades seven through twelve, from 7:35 a.m. until 2:23 p.m.

During times of day when students are permitted to possess and use electronic devices in the District schools, it remains a violation of District policy to use electronic devices to:

a) Take photographs or videos of others without their consent.

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b) Audio record others without their consent.
c) Possess or send inappropriate images or inappropriate written references.
d) Harass, discriminate against others.
e) Cheat on school assignments by sending or receiving confidential academic or testing information.
f) For purposes prohibited by SED regulations or state or federal law.

Possession of Electronic Devices

During prohibited times, electronic devices shall be left at home, in a locked car, in the school office, or in the school-provided locked storage box. Students may possess electronic devices as follows:

a) Grades pre-kindergarten through six:
    1. Before the beginning of the instructional school day at 8:55 a.m.
    2. After the end of the instructional school day at 3:20 p.m.

b) Grades seven through twelve:
    1. Before the beginning of the instructional school day at 7:35 a.m.
    2. After the end of the instructional school day at 2:23 p.m.

c) Students with a District-approved medical reason, such as diabetes monitoring, documented and on file with the school nurse:
    1. Throughout the school day.
    2. Stored in plain sight.

Enforcement

Enforcement of this Policy shall occur in accordance with The West Canada Valley CSD Code of Conduct.

Notification

Students and parent(s)/guardian(s) will receive notification of this Policy annually. The Policy will also be available on the District's website.

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Penalties and Procedures for Prohibited Electronic Use

1st offense: The electronic device will be confiscated. The student will receive a warning and the electronic device will be returned at the end of the school day.

2nd - 3rd offense: The electronic device will be confiscated. The student will either stay for a detention to get the electronic device back at the end of the assigned detention or the parent can come to school and pick up the electronic device.

4th offense and thereafter: The electronic device will be confiscated. The parent/guardian must pick up the electronic device and meet with the building administrator to discuss the student's failure to comply with the electronic device policy.

Education Law Section 2803

Adopted: 07/14/25
Updated: 09/14/26

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