

OSSBA POLICY SERVICES		FNG
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PERSONAL ELECTRONIC DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
 - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of

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the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

Guidelines for Personal Electronic Devices for Coyle High School

DAILY PROCESS

As students arrive at school, they will:

- 1) Turn their devices on airplane mode or off.
- 2) Place their devices inside their pouch and secure it in the presence of school staff.
- 3) Store their pouch in their backpack, locker, or on their person for the day. At the end of the day, students will unlock their pouch at our designated unlocking stations.

***Students arriving late or leaving early will pouch/unpouch their devices within the presence of a High School office staff member.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch or is caught using their phone, the school will collect the student's pouch/devices and call home to a parent or guardian.

Repercussions for damaged or lost pouches, or unauthorized phone use, will include:

A parent or guardian will come to the school and pick up their child's devices. If the pouch is damaged intentionally (as determined by Coyle PS), there will be a \$50 replacement fee. If a student is found using devices during the school day, the first time they will receive a warning, and the second time they will receive more serious consequences as determined by administration, which may include suspension.

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

Guidelines for Personal Electronic Devices for Coyle Elementary/ Middle School

DAILY PROCESS

As students arrive at school, they will:

- 1) Turn their devices on airplane mode or off.
- 2) Place their devices inside their pouch within the SRO's office.
- 3) At the end of the day, students will pick up their devices.

***Students arriving late or leaving early will notify the office manager to make arrangements to lock up their devices.