

Pavilion Central School Personal Electronic Device Plan



Purpose

This policy outlines expectations for student use and storage of personal electronic internet-enabled devices (devices) during the school day with the goal of reducing distractions in school. ([See Board of Education policy #7317](#))

Plan

This plan applies to all Elementary and Middle/High School students during regular school hours (8:45 am - 3:30 pm at the Elementary School and 7:40 am - 2:28 pm at the Middle-High School), including class time, passing periods, lunch, and study halls.

1. Device Storage Requirements

- Elementary School:
 - All devices must be put away during the school day.
 - Devices may not be carried in pockets, backpacks, or on their person during school hours.
- Middle/High School:
 - Students must store devices in their assigned lockers before the start of the school day.
 - Devices may not be carried in pockets, backpacks, or on their person during school hours.

2. Exceptions

Exceptions will only be made when other accommodations are unavailable where necessary for:

- the management of a student's healthcare.
- translation services.
- an individualized education plan or 504.

Use must align strictly with documented needs and be approved by school administration or the school nurse.

3. Field Trips

- Students may bring devices on field trips and may use them on the bus and during non-instructional time (e.g., meals, breaks).
- Students must keep devices stored during any off campus school related activities.

4. Prohibited Devices

The following personal electronic devices are not permitted for use during the school day:

- Cell phone
- Smartphone
- Tablet
- Smartwatch
- Laptops
- Phones
- Earbuds
- Other internet-enabled devices not issued by the school

Headphone Use:

- Only wired headphones may be used when physically connected to a school-issued Chromebook.
- Bluetooth-enabled devices are not allowed.

5. Communication with Parents/Guardians

Students needing to contact a parent/guardian may use any of the following school phones, with permission:

- Main office
- Cafeteria
- Classroom
- Foyer (after school)

Parents/guardians who need to reach their child during school hours should:

- Call the main office
- Parent Square is also available as a way to communicate specific needs with relevant teachers, coaches, and advisors

6. Enforcement and Consequences

Unauthorized possession or use of personal electronic devices during school hours will result in the following:

- 1st offense: In order to minimize disruptions, teachers will either require the student to hand over the device or send them to the office to drop it off. Students will only be able to pick up the device at the end of their academic day in the office.

- 2nd offense: In order to minimize disruptions, teachers will either require the student to hand over the device or send them to the office to drop it off. A Parent/guardian will need to pick up the phone during school hours in the office.
- 3 or more offenses: will be handled by the teacher in the same way as the first and second offense but accompanied by a discipline referral that follows progressive discipline per the Code of Conduct.

7. Emergency Situations

In the event of an emergency, the school will communicate with families through official channels such as robocall, email, and/or text alerts.