

Definitions

Cell phone: A portable electronic device used for communication through voice calls, text message or internet access.

Instructional time: Educator-led time dedicated to teaching and learning.

Misuses of technology: Any use of school technology for unauthorized purposes such as copying software; inappropriate internet or email usage; unauthorized use of school-issued electronic devices; tampering with databases, passwords or configurations; or deletion of files. This also includes the use of school technology equipment in soliciting, using or posting on social media; receiving or sending inappropriate images or materials; accessing unauthorized email; the unauthorized downloading or installing of files; or intentionally damaging technology equipment in the school environment.

Personal electronic device: Any personally owned device capable of voice, text, video, data transmission, recording or internet connectivity, including cell phones, smartphones, smartwatches, headphones or audio earpieces, handheld games, tablets, laptops, wearable technology such as AI-enabled or augmented reality glasses and other personal electronic devices.

School Hours: The time from student arrival on campus until dismissal, including both instructional and non-instructional periods.

Unauthorized use of electronic device: Means students who engage in non-educational activities in the school environment, including capturing, distributing, displaying, sharing, or posting of inappropriate images, videos or movies, or music from personal devices. The definition also includes engaging in social media, texting, playing games or streaming that disrupts learning environment.

Guidelines Defining Acceptable and Prohibited Uses

Students are expected to use cell phones and other personal electronic devices responsibly and in a manner that does not disrupt instruction, compromise student or staff safety, or interfere with the orderly operation of the school. Schools shall clearly define and communicate the specific responsibilities of students regarding acceptable and prohibited use, including examples of behaviors that are allowed and not allowed. This guidance shall be provided to students and parents or guardians to ensure full understanding of expectations and support consistent enforcement.

Limitations During Instructional Time

Cell phone use and other personal electronic devices use is prohibited during instructional time unless explicitly authorized by an educator for instructional purposes or permitted under an approved exception. All approved exceptions shall be clearly delineated in the LEA policy and communicated to students, parents or guardians and staff to ensure understanding and consistent enforcement.

Permitted Times and Locations for Cell Phone Use

Schools shall identify any specific times and locations during which student cell phone use is permitted, which may include before or after school, lunch periods, passing times, or other non-instructional settings. This does not include use that is explicitly authorized by an educator for instructional purposes or permitted under an approved exception as defined in the Policy JICJ and Regulation JICJ-R.

Schedule-based Restriction

Student use of cell phones or other personal electronic devices is prohibited during instructional time and permitted only during designated non-instructional times and approved locations as determined by the school administration.

Elementary School

Cell phone and other personal electronic device use by elementary students is generally not permitted during the school day. If a student brings a device to school, the device shall remain powered off or in silent mode and stored in backpack or other designated location for duration of the school day, unless and approved exception applies.

Schools may discourage elementary students from bringing cell phones and other personal electronic devices to school unless required for a documented medical or educational purpose.

Middle School

Middle school students shall not use cell phones or other personal electronic devices during instructional time. Limited use may be permitted during designated non-instructional times, such as lunch or after dismissal and only in locations identified by the school.

Devices shall remain powered off or silent mode and stored during transitions between classes unless otherwise permitted by school staff.

High School

High school students shall not use cell phones or other personal electronic devices during instructional time unless authorized by school staff or permitted under an approved exception. Use may be permitted during designated non-instructional periods such as lunch, passing periods and in approved locations.

The school may establish additional expectations related to device visibility, audio recording, video recording or use during assessments.

Device Storage and Access

Students who bring cell phones or other personal electronic devices to school shall keep such devices powered off or in silent mode and stored out of sight in backpack or other personal storage item during restricted times, unless approved exception applies. The District shall not be liable for lost, damaged, or stolen personal devices. Additionally, building administrators ~~and~~ the School Resource Officer (SRO), or constables shall not be required to investigate alleged thefts or seek restitution for damaged devices.

Communication of the Cell Phone Use Policy

Schools shall communicate the cell phone and other personal electronic device use policy and related expectations to students and parents or guardians through handbooks, orientations, school websites and other appropriate methods. Students and parents/guardians shall acknowledge receipt and understanding of the policy. Teachers shall consistently reinforce the policy in classrooms and school activities, adhering to the procedures established by school administration.

Consequences for Violations

Schools shall implement age-appropriate, progressive consequences for violations of this policy, aligned with the student code of conduct and designed to correct behavior rather than impose punitive discipline. Schools shall identify the staff members responsible for enforcing early-stage consequences and those responsible for handling escalated offenses. All violations shall be documented consistently in a manner determined by the school. Examples of progressive consequences may include:

- 1st Offense: Verbal warning or reminder by teacher.
- 2nd Offense: Device confiscation until the end of the school day; parent/guardian notification
- 3rd Offense: Device confiscation; parent/guardian conference; assignment of school based consequence
- 4th Offense: Escalated disciplinary response per school code of conduct; a plan is agreed with administration (e.g, pouching of phone, loss of phone privileges, etc.)

Exceptions

This policy shall not prohibit student access to a cell phone or other personal electronic device as approved by an IEP or Section 504 team, language-access support for multilingual learners, or when directed by school staff for instructional or safety purposes. Furthermore, this policy shall not prohibit student access to a cell phone or other personal electronic device during an actual exigent threat to health, welfare, or safety of the student, solely for the purpose of communicating with parents, guardians or emergency first responders

Discipline Data Monitoring

Schools shall monitor discipline data related to cell phone and other personal electronic device policy violations to promote consistent and equitable enforcement and to inform periodic policy review.

EFFECTIVE: 11/14/06

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