Policy Number: 309
Policy Section: 300 – Student Services
Effective Date: August 20, 2018
Revision Date: June 14, 2026

Electronic Device Policy

I. Purpose

a) Empower parents to teach, manage, and train their child on how to effectively manage electronic devices and use them in productive and responsible ways.
b) Empower students to adapt, create, consume, and connect in productive and responsible ways as they learn how to manage their electronic devices in social, academic, and professional settings.
c) Empower the school to create a safe and engaging learning environment free from unnecessary, non-class distractions.

II. Definitions

a) Electronic Devices – beepers, pagers, cell phones with and without picture taking capacity, blackberries, iPhones and hands-free devices (Bluetooth watches, headphones, AI Glasses), tablets or laptops, gaming devices and other emerging technologies.
b) School or school events - 8:00 a.m. until 3:00 p.m. Including school provided transportation to and from curricular activities and extra-curricular activities, including but not limited to athletic events, field trips and extended school-sponsored trips or activities.
c) Passing time – The period designated in secondary schools between classes or to allow students to move between classrooms
d) Recess – Time periods designated in elementary school for exercise or outside activity regardless of whether it is designated as instructional time by the school
e) Lunch Time – Time period in either elementary or secondary schools designated for lunch. May in Elementary schools be combined with a noon recess time.
f) Parent/Legal guardian – person(s) who has legal responsibility for the child's education
g) Individualized suspicion – Information that individual has violated policy; generally required for constitutional search (including personal belongings); exceptions are possible when privacy interests implicated in search are minimal and where other safeguards are available; not as exacting in the public-school setting as in criminal law.
h) Reasonable Suspicion – Reasonable suspicion need not be based on a single factor, but on totality of the circumstances; aggregate effect of all information available at time of search; does not require absolute certainty, but only 'sufficient probability,' the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely.
i) Medical reasons – student's illness, with or without a health care professional's documentation or student's recurring illness or medical problem(s)

j) Instructional time – hours during the school day designated by the school or school district; cumulative hours and days during the course of the school year must equal 990 instructional hours and 180 instructional days, consistent with R277-419.

III. Use of Electronic Devices

a) Effective July 1, 2026 electronic devices may not be used during the school day, during school-sponsored activities or transportation.
b) Devices must remain out of sight during instructional time, passing periods and lunch, they must be turned off OR on silent mode.
c) If students intentionally use or respond to electronic devices during the school day, electronic devices may be confiscated.
d) Confiscated devices may be retrieved by parents/guardians or by individuals designated by the school at the end of the school day.
e) Resistance to hand over devices when requested based on violation of the electronic device policy will result in a parent meeting with the principal to create an electronic device monitoring plan to help the student abide by the policy and better manage their electronic device.
f) Students may also be subject to school discipline.

IV. Procedure of Enforcement

1) A school shall, by written policy, establish a warning schedule for student violations which all school employees shall follow.
   a) Exceptions may be made for individual students or for specific time periods as warranted.
   b) Time periods shall be interpreted as during normal school hours.
   c) Electronic devices must be either turned off or held in a secure place by the teacher, as determined by individual teacher, during class quizzes, tests and standardized assessments.
   d) Electronic devices inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion. [Policy may allow for differences based on grade levels or age of students.]
2) Exceptions to general electronic device policy shall be made consistent with school district and school policies, but in the judgment and discretion of individual teachers.
   a) Medical reasons
      i) School administrators may give permission for students to possess electronic devices for good cause shown if the devices do not distract from the instructional or education process.
   b) Parent request
      i) Parent(s) may request that a student possess an electronic device on active mode at

all times during the school day, with the exception of during course or subject tests and standardized assessments. Teachers shall grant such requests for good cause shown. However, the student must still not access the phone at any time of the day. (Good cause may include medical needs or unusual family situations.)

c) Teacher permission
   i) A teacher may permit a student to have an electronic device in his possession during class times during a regular school day, including during assessments, based on a written 504 plan, an IEP or legitimate circumstances as determined by the individual teacher.

d) Emergency
   i) Students may use electronic devices in situations that threaten the health, safety or well–being of students (including themselves), school employees or others.

e) Parents shall make requests for exceptions to the school district/ school policy to the school principal, designee or individual teacher. Schools shall have forms available at the main office and in the counseling center for parent/student requests.

3) Consequences for Violation of Policy
   a) Students in violation of the electronic policy will have their electronic device confiscated.
      i) Confiscated electronic devices will be returned to the students or parents/guardians after the student or parent has signed for the electronic device at the end of the day.
      ii) 2nd confiscation will require the student and parent to meet with the school administrator and create an electronic device plan to help the student better manage electronic devices according to this policy's purposes.
      iii) 3rd confiscation of the electronic device will require the student to pay a fine of $15 dollars or do 3 hours of community service before the electronic device is returned.
   b) Designated individuals, upon identification, may retrieve their child's electronic device in the front office at the end of the school day.

4) Notice to Students and Parents of Policy
   a) Parents and students shall receive annual written notice of a school district's/school's electronic device policies. Written notice may be satisfied by posting the policy on the school district's/school's website, publishing the policy in a school

handbook or directory, sending the policy to the student's home or any other reasonable means.

a) Schools may require that parents return a copy of the policy with signature indicating that parents have had access to the policy.
b) Information to parents shall provide clear information of how best to contact students during school hours or activities, in lieu of immediate contact by electronic device.
c) Students and parents shall be notified that law enforcement may be contacted, at school's discretion, if circumstances warrant such contact.

2) Confiscated Electronic Devices.

a) Only licensed school personnel (unless other employees are specifically identified in policy) may confiscate student electronic devices.
b) Licensed school employees are discouraged from searching or reviewing material or numbers stored on student electronic devices except under compelling circumstances.
c) Licensed school employees may search an electronic device if the device is found by the employee for the limited purpose of determining the device's owner.
d) Schools will do their best to guard and protect confiscated electronic devices, but are not responsible for loss, damage, theft.
e) Schools will make a good faith effort to notify parent(s) or designated individuals that electronic device is in school's possession and, time and resources permitting, will maintain electronic devices until the end of the school year. Prior to disposal of devices, schools/school districts shall clear all personal data.

3) Creative and Innovative Uses for All Electronic Devices.

a) Individual teachers, school employees and schools are encouraged to use electronic devices creatively to communicate effectively with students and parents and to enhance instruction. Creative uses might include:
   i) notifying absent students of assignments.
   ii) communicating with parents when students excel or if students fall behind or are absent.
   iii) parents notifying school when students are absent or tardy.
   iv) teachers notifying students of news articles or events that would enhance discussion or student research.
   v) providing immediate feedback to students on written work or assignments.

4) Other Provisions

a) Picture taking or recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, washrooms, and dressing areas.
b) Students bring electronic devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment.
c) Students are strictly responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
d) Students and parents should be informed and understand that confiscated electronic devices may be subject to search by school officials within the parameters of why the electronic device was confiscated based on reasonable suspicion.