

ELECTRONIC DEVICE POLICY – Amended (pgs 51-53)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein.

An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, video recording device, personal digital assistant (PDA), ipod, ipad, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Schools hold the right to sanction students for not following the cell phone policy and they have the right to take a student's cell phone for non-compliance. If a student refuses to give over the phone, then insubordination will also be added to the infraction. On the referral the electronic device infraction should be noted first.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight . During ALL Classes for the entire class period: A Phone Box has been purchased for each staff member. This phone box allows a teacher to secure phones during the class period. In case of an emergency the box can be taken with them and unlocked when they reach a safe space. Teachers will add the routine of how to use the phone box in their classrooms as a part of their classroom management plan. The requirement for phones to be powered off and out of sight will be enforced unless(a) permission is granted by an administrator,; (b) use of the device is provided in a student's individualized education program (IEP) or 504 education plan; or written medical plan that has a doctor's signature (such as a diabetic plan)which will be approved by the school; (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Cellular telephones may be brought to District 186 schools by students pursuant to this policy. Phones should remain concealed and be turned off unless in use pursuant to this policy. Such phones and other electronic devices may be used in compliance with the District Wide guidelines for usage at the elementary, middle and high school levels as listed below.

Elementary - Phones and headphones will be turned off when they enter the school and placed in their backpack for the entire school day. Smartwatches should not be used as a cell phone during the day

Middle School - Phone and headphones will be turned off when they enter the school and placed in their lockers for the entire school day. Smartwatches should not be used as a cell phone during the day

High School -

- Cell phones and headphones will be turned off when they enter the school and placed in their lockers, pockets, personal bags or binders for the entire school day. This is in effect in the hallways, during passing periods, in classrooms and immediately after school
- PE classes will establish guidelines for storage of phones based on their locker room facilities and management plans
- Phones should be put away during passing periods and no headphones are allowed to be worn during passing periods. This includes walking to and from lunch.
- Lunch Period: Students may utilize their phones in an appropriate manner once they have entered the commons / atrium or cafeteria areas.
- Smartwatches should not be used as a cell phone during the day

All Grade Levels: Electronic devices may never be used in any manner that disrupts the educational environment, violates students conduct rules or violates the rights of others. This includes but is not limited to the following:

- Using the device to take photographs in locker rooms or bathrooms

- Using any electronic device to record or photograph a student(s), physical altercation or posting photos or video of a student(s) or physical altercation on the internet or any social media site, or forwarding such videos to others who may in turn post the videos or photos.
- Cheating in any manner
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting)
- If the use of smartwatches becomes a problem the individual student will be addressed and discipline guidelines will be followed.
- Posting a threat or a picture of a weapon is not tolerated.
- Posting comments in order to bully or degrade / discriminate against any student or teacher/administrator/staff member will not be tolerated.
- The school and district have the right to notify law enforcement if deemed appropriate.
- The school staff and administration have the right to confiscate a cell phone or electronic device and the parent will be required to pick up the device and take it with them before the office closes for the day.

A focus on education of the cell phone policies with students and families as well as how to use phones responsibly in a school will be shared via the Student Family Handbook, communication through the District website and social media posts, as well as a written copy of the new guidelines will be provided to students and families.

Guidelines for consequences have been established for inappropriate use of cell phones/electronic devices at the District level,

Administrative Consequences: Each instance is a referral.

- 1st - Take phone for the day & send to the office, admins call the parent / guardian
- 2nd - Take phone for the day, Parents/Guardians will be required to pick up the phone before the office closes and take the phone with them. The time should be communicated to the parent of when the offices closes. (If the phone is not picked up, it remains in the office until it is picked up).
- 3rd - Restorative conversations and classroom detentions and/or administrative detentions will be issued.
- 4th - Other disciplinary consequences will be issued for repeat offenders and repeat offenders can be required to bring the phone to the academic office with the appropriate grade level administrator each day if parents/legal guardians require their child to have a phone before or after school for safety.

Schools will enforce the electronic device policy per the District's established guidelines as long as the consequence associated with the violation of this policy does not also involve more serious disciplinary infractions than established by this handbook. Any threat to harm students, staff or the school or any other unlawful post will be referred to law enforcement immediately and a risk assessment either at the school or community level will be conducted

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.