

School Mobile Device Pilot Policies

Proposed PSB Personal Electronic Device Policy

PSB strives to create a positive learning environment where students can focus on their academic and social development. This policy describes guidelines for the management and use of personal electronic devices by students at school.

A personal electronic device (PED) is a wireless and/or portable piece of technology that is capable of storing, processing, or transmitting information. These devices include, but are not limited to, smart phones and watches, laptops, tablets, earbuds, headphones, and audio-visual recording devices, such as cameras.

Grades K-8

PSB will follow an “Off and Away” approach wherein all PEDs are locked and stored for the duration of the school day. The school day is defined as the beginning of the school day until the end of the school day, including all classes, specials, homeroom, lunch, recess, and transitions. The school day also includes school assemblies and field trips.

Exceptions to this approach will be made for (a) students whose IEP or 504 plan requires the use of PEDs; (b) students who have received documented permission from a teacher for use of a PED in the teacher’s classroom for educational purposes; and (c) the use of Chromebooks and Google Apps for Education.

Schools may implement an “Off and Away” approach in the manner of their choosing. This may include the use of locked pouches or other storage devices for PEDs, or the requirement that students store their PEDs in lockers or backpacks. PSB is not responsible for damaged PEDs.

If a child needs to contact their caregivers or other adults during the day, they must report to their school’s main office to do so.

Consequences

- First offense: The PED will be confiscated for the remainder of the school day. The PED will be held by the classroom teacher (3-5) or turned into the main office (6-8). The PED will be returned to the student at the end of the day or to their caregiver(s) upon request. Teachers (3-5) or the office (6-8) will document the infraction to the student’s caregiver(s).
- Second offense: The PED will be confiscated for the remainder of the school day. The main office will document the infraction to the student’s caregiver(s). The PED will be returned to the caregiver(s) at the designated pick-up time. A meeting may be arranged between the teacher, student, and caregiver(s) to discuss responsible PED use.
- Third offense: The student will drop off the PED at the main office at the beginning of each day and collect it at the end of each day for at least one month OR a caregiver will sign an agreement that the student will keep their PED(s) at home. A meeting will be arranged between the principal, student, and caregiver(s) to discuss further consequences, which may include after-school detention or other disciplinary actions.

Grades 9-12

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PEDs are prohibited from use in classrooms. Exceptions will be made for (a) students whose IEP or 504 plan requires the use of PEDs; (b) students who have received documented permission from a teacher for use of a PED in the teacher's classroom for educational purposes; and (c) the use of school- or class-approved PEDs for educational purposes.

Teachers may require students to put PEDs in a caddy or to stow them in a backpack.

Students may use PEDs in public spaces during passing time or during free blocks so long as they are used silently and are otherwise not disruptive or disturbing to others. Phone calls must be taken or made in private spaces such as deans' suites, empty classrooms, or outside of the building.

Consequences

- First offense: The teacher will confiscate the PED for the remainder of the period.
- Second offense: The teacher will confiscate the PED for the remainder of the period. The teacher will contact a dean, who will contact the student's parents. Additional consequences, including disciplinary actions, may be assigned.

Note: Inappropriate or unlawful use of PEDs will result in school consequences and/or referral to the police. This includes use of PEDs in a way that violates a student, staff, or faculty member's privacy, or that amounts to harassment or malicious defamation. Use of PEDs to cheat, plagiarize, or secretly record the communications of another shall result in immediate confiscation of the PED in addition to other potential legal and/or school-based consequences.

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1. Baker

Cell phones and other personal electronic devices, such as portable music players, tablets, handheld game consoles, cameras, audio and video recorders, and wireless headphones/earbuds, smart watches, must be turned off and put away during school hours and during school-led activities unless its use is deemed a necessary component for the completion of an assignment or activity as determined by a Edith C. Baker School staff member.

2. Driscoll: Cell phone/use of electronics

Electronic devices (iPods, cell phones, etc.) that are functioning or making noise during the school day may be confiscated during arrival, dismissal and during school hours, and kept in the office until parents/guardians claim them. This is not the case if a device is expressly approved for a school activity or assignment or as an approved accommodation. Students are not permitted to carry their phones with them to class. If a teacher sees a student's phone during the school day, including in their pocket or binder, the student will be given one warning to put their phone away in their locker, which is secured by a combination lock. If students do not follow this direction, the teacher will confiscate the phone and will bring it to the Main Office for the student's parent/guardian to pick up at the end of the day. Students who do not follow these guidelines consistently will not be permitted to have a phone with them during the school day. **We ask that students and parents not communicate via cell phone during the school day (e.g. text message, email or phone call). Parents who need to reach or relay a message to their child during the school day are expected to contact the main office.**

Expected Behaviors	Core values - responsibility, integrity, community, kindness - are modeled and encouraged by all students and staff.		
	1st Consequence	2nd Consequence	3rd Consequence
Unexpected Behaviors			

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*Inappropriate use of personal electronic devices (i.e. cell phones, smart watches, wireless headphones, etc.)	Item confiscated and returned at the end of the school day Teachers sends parent email Silent Lunch	Item confiscated, parent contacted by Admin, parent collects at end of school day Detention	Item confiscated, parent contacted by Admin, parent collects at end of school day Detention Student turns in cell phone to main office at the start of each school day for length of time deemed appropriate
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If students do bring electronics, they must be stored safely in a locked locker during the school day. Driscoll School is not responsible for lost, stolen or damaged electronics. For more information about the cell phone use, please refer to the Driscoll Middle School Code of Conduct.

3. FRR: Cell phones and other personal electronics

Cell phones and other personal electronics, such as portable music players, tablets, handheld game consoles, cameras, audio and video recorders, and wireless headphones/earbuds, smart watches, must be turned off and put away during school hours and during school-led activities unless its use is deemed a necessary component for the completion of an assignment or activity as determined by a Florida Ruffin Ridley School staff member.

Consequences for Unauthorized Use of Cell Phones and Other Personal Electronics

- First Instance: Personal electronics will be confiscated, given to the vice principal, and can be picked up by the student at the end of the day.
- Second Instance: Personal electronics will be confiscated, given to the vice principal, and a parent/guardian will be contacted by the vice principal.
- Third Instance: A parent/guardian and student will meet with an administrator to develop a plan which may include extended and/or permanent restriction of personal electronic devices being brought to school.

Chromebooks and Google Apps for Education

The Google Apps for Education (GAFE) and technology acceptable use agreements for families and students can be found [here](#).

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Each year our students in grades 3-8 review and sign an acceptable use contract for their district issued chromebook. A copy of the Florida Ruffin Ridley School chromebook contract for students can be found [here](#).

4. Hayes

Personal Electronic Device Use By Students

We recognize that many students have cell phones and wear smart watches at school. Our practice has been and remains that the use of these items during school hours is forbidden. We expect these items to be turned off and put away. Personal electronic devices should not be stored on a student's body/pockets. The devices should be in lockers, backpacks, or Main Office for safe storage.

There are times, however, that a teacher might ask students to use a phone during class in service of learning (to document a project with a camera phone, for example) – this is rare as we prefer to use the technology we have in-house for such uses. If a teacher gives permission to use the phone in class, the period of open use ends once class concludes.

If a child needs to contact a parent during the day, they must report to the office to do so. Please do not call or text your child on their personal electronic device during the day; doing so is incredibly disruptive to classroom instruction. If you need to reach your child, please call the office. We'll be happy to connect you with your child.

If a student needs to use a personal electronic device for mental health support/health concerns/or as part of an educational plan, please connect with our school nurse, school counselor, or IEP team liaison to make a plan.

When we see phones in use at lunch, at recess, in halls, or in class without teacher permission, staff will take the phone from the child and give it to office staff to hold for the remainder of the day. Most often we will return the phone to the student at the end of the day. If necessary, we will return the phone only to parents. The decision on when to return the personal electronic device is at the discretion of the Principal and Vice Principal.

Roland Hayes School and our staff are not responsible for damaged items. Children can turn their phones into the office for safe storage at any time without penalty.

Please label personal electronic devices. Most devices are locked, so when we find them we cannot easily return an item to its owner.

5. Lawrence: “Off and Away” Cell Phone/Smartwatch Rules

Introduction

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As more and younger students are given personal electronic devices at home, we want to remind families of our expectations for these devices at school.

Lawrence School strives to create a positive learning environment where students can focus on their academic and social development. We believe that it is in the best interest of students to have a complete break from social media and the distractions of personal technology use during the school day. We recognize that many of our students have cell phones/smartwatches.

Our practice has been and remains that the use of these phones during school hours is forbidden. If any of these items are seen or in use during the day, staff will take the items, per our tech policy. There are times, however, that a teacher might ask students to use a phone during class in service of learning – this is rare as we prefer to use the technology we have in-house for such uses. *Cellphones and smartwatches are a distraction during instructional time and can disrupt the learning process for both the user and classmates.* Therefore, these guidelines outline expectations for responsible management of cellphones and smartwatches while at school.

Off and Away

- *All cellphones and smartwatches must be fully turned off and stored away during the following times:*
 - School hours (from the beginning of the school day until the end of the school day)
 - During all classes, specials, and homeroom
 - During lunch, recess and in the hallways during transitions of the school day
 - During school assemblies and field trips
 - During school-sponsored after-school activities (like Homework Club, Model UN, etc)
- *Cellphones and smartwatches may NOT remain on a student's person.*
- Permitted use:
 - Students may use their devices *with teacher permission for educational purposes.*
 - During designated times, such as before school or after school, students may use their device.
 - Access accommodations will be made for documented needs, as described in an IEP or 504 Plan.
- Acceptable locations for storage include a zippered pocket of a backpack (if stored in a locker/cubby) or in a locker. Students may not wear Smartwatches or keep personal electronic devices in their pockets, purses or on their person. If a student (6-8) carries their backpack or a bag, the device **MUST** be kept in the locker or turned over to a teacher.

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- During Homeroom period daily, grades 3-8 teachers will remind students of the expectation. Staff will collect devices that have not been put away at arrival.

Constant access to social media and technology distraction is pernicious and can cause damage every day and every hour of our children's lives¹. While we believe it is best for students to not have these devices in their possession during the school day at all, and ask that families consider keeping these devices out of their children's hands, we know that some families are not yet ready to make the decision to withhold personal electronic devices.

Response plan

LEVEL 1 OFFENSE	LEVEL 2 OFFENSE	LEVEL 3 OFFENSE
First offense of seeing a cellphone/smartwatch out during school hours/prohibited hours.	Second offense of seeing a cellphone/smartwatch out during school hours/prohibited hours.	Third offense of seeing a cellphone/smartwatch out during school hours/prohibited hours. <u>OR</u> any flagrant misuse of personal electronic devices (e.g., cheating, cyberbullying).
CONSEQUENCE	CONSEQUENCE	CONSEQUENCE
<p>Confiscation of the device for the remainder of the school day. The device will be kept by the teacher (3-5) or turned into the office (6-8)</p> <p>The device will be returned to the student at the end of the day or to a parent/guardian upon request.</p> <p>The teacher (3-5) or office (6-8) will document the</p>	<p>Confiscation of the device.</p> <p>The office (3-8) will document the infraction and notify the student's parents/guardians. The device will be returned to a parent/guardian at the designated pick-up time.</p> <p>A meeting may be arranged between the teacher, student,</p>	<p>Student will drop off their device(s) at the main office at the beginning of each day and collect it at the end of each day for at least one month <u>OR</u> parent/guardian will sign an agreement that student will keep their device(s) at home.</p> <p>A meeting will be arranged between the principal, student, and parent/guardian</p>

¹ <https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/children-and-screen-time> and <https://www.waituntil8th.org/why-wait> are two fairly quick reads on this topic.

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LEVEL 1 OFFENSE	LEVEL 2 OFFENSE	LEVEL 3 OFFENSE
infraction and notify the student's parents/guardians.	and parent/guardian to discuss responsible technology use.	to discuss further consequences, which may include after-school detention or other disciplinary actions.

Additional Notes:

- Teachers have the discretion to address minor infractions with a warning or redirection.
- Middle school students who arrive after homeroom (late to school) will leave their devices in a hanging rack in the Main Office. Students may retrieve devices at dismissal.
- Cell phones and smart watches will be collected in grade 6-8 homerooms each morning, if they have not been stored away in a locker. Students may not keep devices on their person (or in a backpack/bag, if they carry one during the day). Devices not locked away for the day by homeroom will be stored in containers/hanging racks during the homeroom period each morning. Students will retrieve all devices at the end of the school day.
- Continued disregard for these guidelines may result in further disciplinary action.
- Lost or damaged devices while confiscated are the responsibility of the student/parent/guardian.
- These guidelines are subject to change at the discretion of the school administration.
- *If a child needs to contact a parent/caregiver during the day, they must report to the office to do so. Please do not call/text your child during the day; if you need to reach your child, please call the office.*

We encourage open communication between parents, students, and teachers. If you have any questions regarding these guidelines, please do not hesitate to contact the school administration.

6. Lincoln

Personal electronic devices may not be used anywhere in school from 8:00 a.m. to 2:30 p.m. (8:00 a.m. to 1:40 on Fridays) Smartwatches must be in “watch only” mode during school hours. If in use during the school day, for a first offense, electronic devices will be confiscated and sent to the office where they may be picked up by the student at 2:30. Subsequent offenses will be referred to school administrators and parents/guardians will be contacted. Students who bring a personal electronic device to school are responsible for ensuring that it is fully turned off (not just on silent or vibrate) and in their bag during the school day. There may be occasions when teachers would allow use of an electronic device such as a Kindle as a tool for classroom work. This usage may only be allowed under the teacher’s direction.

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Please expect that any message you wish to leave for your child on a cell phone will be received after 2:30. If you need to communicate with your child during the school day, please contact the Main Office.

7. Pierce: Off and Away Cell Phone/Smartwatch Rules

Introduction

As more and younger students are given personal electronic devices at home, we want to remind families of our expectations for these devices at school.

Pierce School strives to create a positive learning environment where students can focus on their academic and social development. We believe that it is in the best interest of students to have a complete break from social media and the distractions of personal technology use during the school day. Cellphones and smartwatches are a distraction during instructional time and can disrupt the learning process for both the user and classmates. Therefore, these guidelines outline expectations for responsible management of cellphones and smartwatches while at school.

Off and Away

- Any cellphones and smartwatches that are brought to school must be fully turned off and stored away during school hours. This includes lunch, recess, transitions, school assemblies and field trips.
- Acceptable locations for storage include a zippered pocket in a backpack or in a locker. Students may not wear Smartwatches or keep personal electronic devices in their pockets.
- Permitted use:
 - Students may access and use their devices only with teacher permission.
 - Access accommodations will be made for documented medical needs.

We acknowledge that all parents worry about their kids in the case of an emergency. In the event of an emergency, students who are distracted by communication from parents can adversely impact everyone's safety. We need students to give their full attention to the adults on scene.

Constant access to social media and technology distraction is pernicious and can cause damage every day and every hour of our children's lives². While we believe it is best for students to not have these devices in their possession during the school day at all, and ask that families consider keeping these devices out of their children's hands, we know that some families are not yet ready to make the decision to withhold personal electronic devices.

² <https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/children-and-screen-time> and <https://www.waituntil8th.org/why-wait> are two fairly quick reads on this topic.

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Response plan

LEVEL 1 OFFENSE	LEVEL 2 OFFENSE	LEVEL 3 OFFENSE
First offense of seeing a cellphone/smartwatch out of backpack / locker during prohibited times.	Second offense of seeing a cellphone/smartwatch out of backpack / locker during prohibited times.	Third offense of seeing a cellphone/smartwatch out of backpack / locker during prohibited times, OR any flagrant misuse of personal electronic devices (e.g., cheating, cyberbullying).
CONSEQUENCE	CONSEQUENCE	CONSEQUENCE
<p>Confiscation of the device for the remainder of the school day.</p> <p>Teacher or administrator will document the infraction and notify the student's parents/guardians.</p> <p>The device will be returned to the student at the end of the day or to a parent/guardian upon request.</p>	<p>Confiscation of the device.</p> <p>The device will be returned to a parent/guardian at the designated pick-up time.</p> <p>A meeting may be arranged between the teacher, student, and parent/guardian to discuss responsible technology use.</p>	<p>Student will need to drop off their device(s) at the main office at the beginning of each day and collect it at the end of each day for at least one month OR parent/guardian will sign an agreement that student will keep their device(s) at home.</p> <p>A meeting will be arranged between the principal, student, and parent/guardian to discuss further consequences, which may include after-school detention or other disciplinary actions.</p>

Additional Notes

- Continued violation of these guidelines may result in further disciplinary action.
- Lost or damaged devices while confiscated are the responsibility of the student/parent/guardian.

We encourage open communication between parents, students, and teachers. If you have any questions regarding these guidelines, please do not hesitate to contact the school administration.

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8. Runkle: Personal Electronics

GRADES 3-5 OFF AND AWAY CELL PHONE/SMARTWATCH RULES

Introduction

Runkle School strives to create a positive learning environment where students can focus on their academic and social development. **Cellphones and smartwatches** can be a distraction during instructional time and can disrupt the learning process for both the user and classmates. These guidelines outline expectations for responsible use of cellphones and smartwatches while at school.

Off and Away

- All cellphones and smartwatches must be turned off and stored away during the following times:
 - School hours (from the beginning of the school day to the end of the school day)
 - During all classes, specials, and homeroom
 - During lunch and recess periods
 - During school assemblies and field trips
- Permitted use:
 - Students may use their devices **with teacher permission for educational purposes.**
 - During designated times, such as before school or after school, students may use their device.

Three Strike Rule and Consequences

Runkle School enforces a three-strike rule for cellphone/smartwatch violations. Each violation will result in a consequence of increasing severity.

Strike 1:

- Offense: First offense of using a cellphone/smartwatch during prohibited times.
- Consequence:
 - Confiscation of the device for the remainder of the school day.
 - The device will be returned to the student at the end of the day or to a parent/guardian upon request.
 - Teacher will document the infraction and notify the student's parents/guardians.

Strike 2:

- Offense: Second offense of using a cellphone/smartwatch during prohibited times.
- Consequence:
 - Confiscation of the device for a designated period (e.g., one week).

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- The device will be returned to a parent/guardian at the designated pick-up time.
- A meeting may be arranged between the teacher, student, and parent/guardian to discuss responsible technology use.

Strike 3:

- Offense: Third offense of using a cell phone/smartwatch during prohibited times, or any flagrant misuse (e.g., cheating, cyberbullying).
- Consequence:
 - Confiscation of the device for the remainder of the semester.
 - The device will be returned to a parent/guardian at the end of the semester.
 - A meeting will be arranged between the principal, student, and parent/guardian to discuss further consequences, which may include after-school detention or other disciplinary actions.

Additional Notes

- Teachers have the discretion to address minor infractions (e.g., briefly checking the time) with a warning or redirection.
- Continued disregard for these guidelines may result in further disciplinary action.
- Lost or damaged devices while confiscated are the responsibility of the student/parent/guardian.
- These guidelines are subject to change at the discretion of the school administration.

We encourage open communication between parents, students, and teachers. If you have any questions regarding these guidelines, please do not hesitate to contact the school administration.

GRADES 6-8 CELL PHONE/SMART WATCH RULES

- Cell phones and smart watches are collected in grade 6-8 homerooms each morning. **Devices are stored in containers or hanging racks in the homerooms.** Students retrieve all devices at the end of the school day.
- Students who arrive late to school will leave their devices in a locked box at the Sign-In table. This box remains in the school office. Students may retrieve devices at dismissal.

Consequences – See Above

BHS

Brookline High School recognizes the pervasiveness of technology in today's world. We also highly value a school culture that prioritizes human interaction and the establishment of strong human relationships. Our technology policy is intended to account for both of these realities by providing both structure and flexibility. A personal electronic device (PED) is a wireless and/or portable piece of technology that is capable of storing, processing, or transmitting information. These devices include, but are not limited to smart phones/watches, laptops, tablets, earbuds, headphones, any audio-visual recording devices such as cameras, etc. The use of technology

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and personal electronic devices is a privilege and should not disrupt the flow of school nor affect the learning in the classrooms. Therefore, to adhere to the respectful use of technology, here are the limits:

1. Classroom

- a. All electronic devices are prohibited from being used in classrooms, unless with the approval of the teacher.
- b. Teachers may require students to put PEDs in a caddy or to stow them in a backpack.
- c. Students using PEDs while in class without permission can have their PEDs confiscated by their teacher for the remainder of the period.
- d. Course expectations should state clear classroom expectations about PEDs and consequences for use in class.
- e. If a student repeatedly violates the PED rules and expectations, parents and deans will be contacted and additional consequences may occur.

2. Non-Classroom Spaces

- a. Students may use PEDs in public spaces during passing time or during free blocks so long as they are not disruptive, disturbing others (i.e. no sound heard by others), or unaware of their surroundings in the hallways.
- b. Phone calls must be taken or made in private spaces such as deans' suites, empty classrooms, or outside of the building.

Lack of compliance with the policy will lead to referral to your dean.

In addition, inappropriate or unlawful use of electronic equipment will result in school consequences and/or referral to the police. This includes use of electronic equipment in a way that violates a student, staff, or faculty member's privacy, or that amounts to harassment or malicious defamation. Any misuse of electronic equipment, including using such technology to cheat, plagiarize, or secretly record the communications of another shall result in immediate confiscation of the equipment in addition to other potential legal and/or school-based consequences. See Rule 2.3 and 2.4 of the Code of Conduct.

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Further reference

From MASC

- [Malden](#) (December 2023)
- [Lynnfield](#) (August 2024)
- [Newton](#) (August 2024)

Other policies

- [Lowell High School](#)
- [Philadelphia Public Schools](#)

Basic concepts

Values: time on learning; school safety

- 1) Off and away
 - a) Locked up during day (“turned off and stored”)
- 2) Exceptions where necessary (e.g., medical)
- 3) Consequences
 - a) Three steps/stages
 - b) Level of specificity: naming the tiers but not necessarily detailing the consequences themselves
- 4) Liability
 - a) How are the devices taken away and restored to students? (lockboxes, Yondr bags, lockers) - this level isn’t needed