

Adopted by Vote of School Committee on April 10, 2025

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The Public Schools of Brookline (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 parent/caregiver or other adults during the day, they must report to their school’s main office to do so.

### **Illustrative Consequences**

- First offense: The PED will be confiscated for the remainder of the school day. The PED will be held by the classroom teacher (K-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 parent(s)/caregiver(s) upon request. Teachers (K-5) or the office (6-8) will document the infraction to the student’s parent(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 parent(s)/caregiver(s). The PED will be returned to the parent(s)/caregiver(s) at the designated pick-up time. A meeting may be arranged between the teacher, student, and parent(s)/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 parent/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 parent(s)/caregiver(s) to discuss further consequences, which may include after-school detention or other disciplinary actions.

**Grades 9-12**

BHS will follow a "Limited Use" approach wherein PEDs will be off and stored out of sight during instructional periods but may be used at designated times and in specific areas otherwise.

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. Teachers should state clear classroom expectations about PEDs and consequences for use in class.

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.