

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

DATES (Adopted/Revised)	GUIDE WORDS
Adopted June, 1996 Revised November, 2004 Revised October, 2007 Revised February, 2008 Revised, August 2009	Beepers Cellular Phones Electronic Devices Pagers Picture Phones iPhones Blackberries iTouch iPods MP3 Players USB Drives

The use of electronic communication devices for communication and/or entertainment during instructional time is strictly prohibited in all district schools. Electronic communication devices (ECD) include, but is not limited to, cell phones, USB drives, MP3 players, or iPods. At no time shall electronic devices be used at school to participate in illegal activities, disrupt the educational process or climate of the school, or cause harm to another individual. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school shall result in investigation, likely referral to the District Discipline Review Committee (DDRC), possible loss of the use of the communication device at school and the device shall be turned over to law enforcement.

Cell Phones Elementary School:

The building administrator is responsible to determine the parameters under which electronic communication devices may or may not be used during non-instructional times such as before school, passing time, lunch, recess, or after school. Students who violate building rules regarding usage of electronic communication devices are subject to discipline measures.

Cell Phones Middle School:

Students may bring cell phones to school but the phones must be kept in lockers from the first bell to the last bell of the school day. Any possession or use during the school day will result in consequences as listed below.

Cell Phones High School:

Students may use cell phones during times other than instruction time. Any use of cell phones is prohibited on school property during instructional time.

Consequences for Possession or Use of Cell Phones at the secondary level:

First offense: ECD will be confiscated and given to administration. The administration shall return the ECD to the student by the end of the following school day. Prior to receiving the ECD, the student shall

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sign a contract delineating further consequences for future violations. A copy of the contract will be mailed to the parent/guardian.

Second offense: ECD will be confiscated and given to the administration. The administration will hold the ECD until a parent conference. The ECD will be returned to the parent upon signing a contract delineating further consequences for future use.

Third offense: ECD will be confiscated and given to the administration. The administration will hold the ECD for five (5) school days. The parent/guardian shall be notified of this action and the phone shall be returned to the parent/guardian at the conclusion of the five (5) days.

Fourth offense: ECD will be confiscated and given to the administration. ECD will be returned to parent/guardian and students will lose privileges for the remainder of the school year. For a fourth offense, students may be referred to the District Discipline Review Committee (DDRC) for continued defiance.

Nothing in this policy shall prohibit the loss of privileges on the first or second offense.

Chain of Custody for Electronic Communication Devices

The following Chain of Custody shall be followed when confiscating any electronic communication device.

- The person responsible for confiscating the electronic communication device shall bag the device in the presence of the student.
- The person responsible for confiscating the electronic communication device shall tag the bag in accordance with District practices in the presence of the student and the student and person responsible shall sign off on the tag.
- The person responsible for confiscating, bagging and tagging the electronic communication device shall turn the device over to the building administrator, who shall sign off on the tag.
- The building administrator shall inform the student's parent/guardian of the confiscation of the device and shall document that contact on the bag.
- If the building administrator turns the device over to the police the administrator shall document the release of the device in a log specific to electronic communication devices.
- When the building administrator returns the electronic communication device to either the student or parent/guardian, the recipient shall sign for receipt.
- The record of Chain of Custody shall be maintained in the student's cumulative file.