



ADMINISTRATIVE PROCEDURE

CELL PHONES AND OTHER PORTABLE ELECTRONIC DEVICES

5132

Procedure No.

August 23, 2010

Date

- I. **PURPOSE:** The purpose of this Procedure is to provide a district-wide procedure regarding the use of cell phones and other Personal Electronic Devices (PEDs) by students and the consequences for noncompliance with the Procedure to ensure that the use of cell phones and PEDs does not interfere with teaching and learning during the school day.
- II. **POLICY:** Students are permitted to use cell phones and PEDs only during certain times. The use of cell phones and PEDs should not interfere with teaching and learning during the school day. The school assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period. (Board Policy 5132)
- III. **DEFINITIONS:**
 - A. “Cell phone” includes, and is not limited to, iPhones, “smart” phones, Internet enabled phones and other PEDs that are capable of placing and/or receiving telephone calls (including personal listening device such as earphones, ear buds, “Bluetooth”, etc.), text messages, “sexting”, creating and distributing videos, taking photographs, and the like.
 - B. “Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.
 - C. “Personal Electronic Device” is an electronic device that emits an audible signal, visual signal, vibration, displays a message, or otherwise summons the possessor, including, but not limited to, paging devices, electronic emailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, and any device that provides a connection to the Internet.
 - D. “School Hours” means the time a student enters the school bus or school property until the end of the school’s designated “school day.” “School Day” means the regular school day with a designated starting time and ending time as defined by the local school system.
 - E. “School property” includes parking lots, school buses, and outside or inside all areas of the school building.
 - F. “Turned off” or “powered off” means the device is not activated. Devices in quiet vibrate or other modes, except off, are not considered turned off or powered off.



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- G. “Use” includes carrying or possessing a cell phone or PED that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, “Bluetooth”, etc. A cell phone set on “vibrate” or “manner mode” shall be considered to be in use. A cell phone or PED that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be deemed “in use.” A cell phone or PED, even if placed in an “off” position but visible to others, may be deemed “in use.” A cell phone or PED in an “off” position and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, locker, etc. shall be not be deemed “in use.”

IV. PROCEDURES:

- A. Students are permitted to use cell phones and PEDs only during the following times:
1. Before school hours on school property.
 2. After school hours on school property.
 3. At evening or weekend activities inside or on school property.
 4. An emergency situation with the permission of the teacher, instructor, coach, program director, or administrator.
 5. For approved instructional use by the student’s teacher.

The Principal or designee will have the discretion to determine the use of cell phones and PEDs for students participating in an after school and/or extracurricular activities while on school property or while attending school sponsored or school related activities on or off school property

- B. Prohibited Use of Cell Phones and PEDs:
1. The use of cell phones and PEDs at any time other than those specified in Section IV.A.
 2. The sharing or electronic posting of images taken or stored on cell phones or PEDs during school hours and/or on school property.
 3. The visible display of cell phones or PEDs during regular school hours.
 4. The possession of cell phones and PEDs that are not completely turned off during regular school hours.
- C. When a Personal Electronic Device (PEDs) and/or cell phone is confiscated:
1. When a PED and/or cell phone is confiscated the device should be turned over to the designated staff member described in section IV.D. The individual who confiscated the item shall take reasonable measures to secure the item until such time the PED and/or cell phone is given to the designee by the end of the day. Once the device is turned over to the designated staff member, the staff member shall take



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- appropriate action to store the device in a secured location within the school building.
2. A PS-74 shall be completed indicating the following:
 - a. The identity of the person who confiscated the PED and/or cell phone.
 - b. The time, date, and location the PED and/or cell phone were confiscated.
 - c. The serial number (if locatable on the phone), make and/or model.
 3. Before the school day is completed the student should receive a PS74 for the personal electronic device and/or cell phone.
 4. The designated staff member shall keep organized records of the PED and/or cell phone violations.
 5. The school principal or designee is responsible for ensuring compliance with the confiscation procedure.
- D. Investigation of Alleged Misuse of Cell Phones and Personal Electronic Devices PEDs):
1. Each school shall designate a staff member to address student violations of this Procedure.
 2. Parents and/or students shall be directed to the designated staff member if they have questions about this administrative procedure and or alleged violations of this Procedure.
- E. Consequences for Misuse of Cell Phones and Personal Electronic Devices (PEDs):
1. First Offense:
 - a. The student's cell phone and/or PED may be confiscated and returned to the student at the end of the day.
 - b. If the cell phone and/or PED is going to be retained beyond the class period then the confiscation procedure in section IV.C. shall be followed.
 - c. The PGCPS assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period.
 2. Second Offense:
 - a. The student's cell phone and/or PED will be confiscated in accordance with Section IV.C and only returned to the student's parent or guardian (unless student is emancipated (as defined in Administrative Procedure 5111 section III)).
 - b. The PGCPS assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period.



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3. Third Offense:
 - a. The student will be prohibited from bringing a cell phone or PED to school for the remainder of the school year.
 - b. Should the student bring a cell phone and/or PED, it will be confiscated and returned only to the parent or guardian.
 4. Repeated Offenses and Noncompliance with Attempted Confiscation:
 - a. Students committing repeated violations of this Procedure shall be subject to additional disciplinary action consistent with the Student Code of Conduct.
 - b. Students who refuse to comply with a request to turn over their cell phone and/or PED shall be subject to discipline for insubordination and such other disciplinary action consistent with the Student Code of Conduct.
- V. **RELATED PROCEDURES:** Administrative Procedure 0700, Information Technology Services Acceptable Usage Guidelines; Administrative Procedure 5150, Student Responsibilities, Rights, Involvements; Administrative Procedure 10101, Code of Student Conduct; and Administrative Procedure 10201, Disruptive Acts Requiring Security Measures.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Student Services. Regular updating of these procedures will be accomplished, as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** August 23, 2010.

Approved by:
William R. Hite
Superintendent of Schools

Attachment: Use of Cell Phones and Other Portable Devices Disclosure Statement

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11