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| **Lawrence County Board of Education** | | | |
| Monitoring:  **Review: Annually, in April** | Descriptor Term:  **Use of Personal Communication Devices and Electronic Devices** | Descriptor Code:  **6.312** | Issued Date:  **08/11/14** |
| Rescinds:  **6.312** | Issued:  **06/21/07** |

Students enrolled in grades 9-12 may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Personal communication devices and personal electronic devise are defined as such as, but are not limited to, cell phone, iPod, iPad, Smartwatch, any technological item, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology etc. (hereinafter referred to as device). The principal or his/her designee maygrant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student and/or parents/guardian. A student in violation of this policy is subject to disciplinary action.

Students may possess devices in school, on school property, on school buses, at after-school activities, and at school-related functions, provided that during ***academic hours***, students adhere to the following expectations/guidelines:

**Device Usage During Class Time**

* Students may NOT use their device during class time for any purpose.
* Devices must be in silent mode or turned off.  If the device is connected to a watch or other remote device the phone should be placed in airplane mode or turned off so as not to allow access to the remote device.  If a device makes any sound (rings, sounds alarm, etc.), or is used intentionally by a student the device will be confiscated by the teacher and turned into administration.  Upon entering a classroom, devices may be placed in a central location designated by the teacher or stowed by the student in a personal carryall (backpack, purse, Chromebook case, etc.)  The device is not to be stowed on a student's person (pockets, socks, shoes, etc.)  The choice of storage in a central location or personal carryall belonging to the student will be at the discretion of each individual teacher or determined school-wide by local school administration.
* If a violation of the above policy occurs, failure to give the device to the teacher will result in an immediate discipline referral to the administration.
* Failure to give the device to an administrator will result in out-of-school suspension. Students suspended for refusing to surrender their cell phones and assigned out-of-school suspension may be referred to the Truancy officer.
* A device on the campus of a school possessed by a student will be considered the student's property regardless of its actual owner.

Any student needing a device for medical purposes will need to present the device and documentation from a medical doctor to the local principal and school nurse for approval.  If approved, the device will only be used for approved medical purposes during instructional time.

Devices may be used before school, during class changes, morning or afternoon breaks, lunch times, and immediately after school for texting, making phone calls, accessing social media, etc. Devices are **not to be** used at or during school assemblies.

Violations of the cell phone policy will result in disciplinary action against the student, including the mandatory confiscation of the cell phone.  The following consequences will be applied:

**1st offense: The device will be confiscated by the teacher and turned into administration and kept in the office for the remainder of the school day.  At the end of the day the device will be released to the student. The return of the device will be documented by the** student's signature on a form confirming receipt of the device and receipt of the consequences for any future offenses.  Parents will be notified as well.  Student’s refusal to comply with the one day confiscation will result in OSS for the day.

**2nd offense: The device will be confiscated by the teacher and turned into administration and kept in the office** for three (3) academic days with written notification to the parent/guardian of the violation. Following the  (3) academic day lapse, the device will be released **only** to the parent/guardian. Return of the device will be documented by parent/guardian signature upon receipt of the device.  Parents will also be given a copy of the policy outlining consequences for any future offenses.  Student or parent refusal to comply with the 3 day confiscation period will result in a 3 day out of school suspension and an unruly charge will be filed in juvenile court.

**3rd and any additional offenses: The device will be confiscated** for five (5) academic days with written notification to the parent/guardian of the violation. Following the five (5) academic day lapse, the device will be released **only** to the parent/guardian. Return of the device will be documented by parent/guardian signature upon receipt of the device. Parents will also be given a copy of the policy outlining consequences for any future offenses. Student or parent refusal to comply with the 5-day confiscation period will result in a 5 day out of school suspension, SDHA request and an unruly charge will be filed in juvenile court.

**4th and subsequent offenses will result in a suspension from school, a SDHA referral and an unruly charge will be filed in juvenile court.**

**Students found using a technological device (cell phone, iPod, iPad, Smartwatch, any technological item, etc.) on or off campus for academic dishonesty, inappropriate language, bullying, harassment, recording, transmitting, or posting unauthorized pictures/video of a person or persons or using said device for any reason that causes a disruption to the academic day be automatically subject to one or more of the following disciplinary measures:  ISS, OSS, referral to the SDHA board, placement at the Achievement Academy, and/or referral to local law enforcement agency.**

Using technological devices on a school bus must not create a disturbance or distraction to the driver or other students.  If use on a school bus does create a disturbance or distraction to the driver or other students, the student is subject to disciplinary actions for said disturbance in accordance with bus and school discipline procedures aforementioned in this policy apply to student transportation services.

The student who possesses a technological device shall assume responsibility for its contents and for its general care. At no time shall the school or school system be responsible for preventing theft, loss, or damage to devices brought onto school property or while in the possession of school officials.

Possession of a technological device is a privilege that may be forfeited by any student who fails to abide by the terms of this policy. At the discretion of the principal or his/her designee, a student may be granted permission to use a personal communication device for emergencies during instructional time.

The confiscation and securing of the device for violating the cell phone policy rests solely with the school's administrative team.

The Lawrence County School System or any employee involved in the administration of this policy shall not be held responsible for any lost or stolen devices on the person or belongings of the student.

Administrators or other employees will be held responsible for damaged or stolen devices while in their care. Any employee confiscating a device shall complete the inventory form for in advance of submitting to the administrator. Administrators should also complete the inventory form when confiscating a device.