

OSBA Model Sample Policy

Code: JFCEB
Adopted:

This policy is being provided as a courtesy and there may be changes before OSBA officially releases (likely the week of August 11, 2025).

Personal Electronic Devices */**

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be in place by October 31, 2025, with full implementation by January 1, 2026.}

Student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below.

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure.¹ This includes headphones and earbuds attached to personal electronic devices. This includes phones, smart watches, glasses, wearables, and other signal receiving devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;²
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);³
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within ten school days.⁴

Personal electronic devices may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student’s person or in the student’s clothing during regular instructional hours.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (suspension or expulsion), but could include detention and other school level discipline. However, if the actions taken by

¹ ODE’s document *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”

² JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

³ If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

⁴ JFCEB-AR must be submitted to the building administrator.

a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁵ Steps may include:

1. First instance of noncompliance: staff will give the student a verbal reminder of the policy and expectations to reinforce appropriate use of personal electronic devices. The device will be temporarily confiscated and held at the front office and the student may pick it up at the end of the day. Parents will be notified and the discipline matrix will be followed;
2. Second instance of noncompliance: the device will be temporarily confiscated and held at the front office until the end of the school day. Parents or caregivers will be notified, and will need to come and pick up the device during school hours;
3. Third instance of noncompliance: the device will again be temporarily held, and parents or caregivers will be informed and allowed to pick the device up from the school, and the discipline matrix will be followed. A meeting with school administration and family will be arranged to review the policy and parents may choose to either purchase a pouch or keep the personal electronic device at home;
4. Fourth instance of noncompliance or failure to use the pouch or keep the personal electronic device at home: the device will again be temporarily held, and parents or caregivers will be informed and allowed to pick the device up from the school. The discipline matrix will be followed. A meeting with school administration and family will be arranged to review the policy and the student will need to turn in their device at the front office at the start of each day. If the student fails to pick up their device before leaving school for the day, it may be picked up the next school day during regular school hours or at the end of the next school day.
5. Beyond the fourth instance of noncompliance: If non-compliance continues, schools will determine additional appropriate consequences.

Necessary communications between students and parents or caregivers can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices⁶ that support academic activities and independent communications⁷, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

⁵ For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student. Discipline will be in accordance with Board policies.

⁶ The use of “personal electronic device” in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn’t necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

⁷ “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR, Request for Personal Electronic Devices Exemption. Appeals can be filed with the superintendent in accordance with KL-AR, Public Complaints.

[This policy takes effect on January 1, 2026.]

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Oregon Executive Order 25-09