

# OSBA Model Sample Policy

Code: JFCEB-AR  
Revised/Reviewed:

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

## Request for Personal Electronic Devices Exception

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the principal:

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

If the reason for the request is included in the student's individualized education program, as defined in ORS 343.025 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, this form is not required.

This request is:

- ☐ in compliance with the student's medical provider's order for the care and treatment of a medical condition (attach a copy of the order);
- ☐ Accommodate the individual circumstances of the student;
- ☐ Further specific educational outcomes for the student.

Exemption Requested (describe the requested possession or use of a personal electronic device to be allowed and reason for the requested exemption):

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Duration for Requested Exemption: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Phone \_\_\_\_\_ Email \_\_\_\_\_

### FOR COMPLETION BY SCHOOL ADMINISTRATION

|         |                          |         |                               |
|---------|--------------------------|---------|-------------------------------|
| Request | <input type="checkbox"/> | Granted | Expiration of Exemption _____ |
|         | <input type="checkbox"/> | Denied  | Reason for Denial _____       |

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Signed \_\_\_\_\_ Date \_\_\_\_\_

School administration decisions will be issued and communicated to the parent or guardian within five school days of receipt and can be appealed to the superintendent within ten days of issuance. The superintendent's decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Guidelines for exemption consideration:

1. Exemptions should only be approved for legitimate needs of students and their families, not mere convenience;
2. Exemptions should be consistently granted in a non-discriminatory manner;
3. Exemptions should be limited to address the specific need, with limitations communicated to the student regarding other possession and use;
4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;
5. Exemptions should be communicated to necessary staff in a way that protects student privacy;
6. Exemptions should minimize disruption to other students, staff and the educational environment.