

OSBA Model Sample Policy

Code: JFCEB-AR

Revised/Reviewed:

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 principal¹:

Name of Student _____ Date _____

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);
- ☐ to accommodate the individual circumstances of the student;
- ☐ to further specific educational outcomes for the student.

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

Duration for Requested Exemption: _____¹

Signed _____ Date _____

Parent or Guardian Name _____

Parent or Guardian Phone _____ Email _____

FOR COMPLETION BY SCHOOL ADMINISTRATION

Request	☐	Granted	Expiration of Exemption _____
	☐	Denied	Reason for Denial _____
	☐	More information needed. Please submit by [date] for reconsideration.	

¹ The maximum duration of an exemption is [one year][the end of the current school year][the end of the student's enrollment at this school].

Signed _____ Date _____

School administration decisions will be issued and communicated to the parent or guardian within [ten] school days of receipt and can be appealed [with the superintendent][in accordance with KL-AR(1) – Public Complaint Procedure] within ten school 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 [clearly documented] 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 any 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.]