

Manor ISD Cell Phone & Electronic Device Policy

[Pending Board of Trustees Consideration and Possible Adoption]

In Compliance with Texas HB 1481 (Effective August 12, 2025)

Purpose

To provide a focused, respectful, and distraction-free learning environment, Manor ISD prohibits the use of **personal wireless communication devices** (PWCDs)—including cell phones, smartwatches, earbuds, headphones, tablets, pagers, or laptops not issued by the school, or any device capable of sending or receiving wireless communication—at **any time during the instructional day**, in alignment with **Texas House Bill 1481**.

School Day Defined

The **school day** includes:

- **Once students enter the building**
- **Breakfast**
- **Instructional time (classroom)**
- **Lunch**
- **Recess**
- **Transitions**
- **Tutorials**
- **Any periods on campus prior to dismissal**

Devices must remain powered off and stored out of sight during the entire school day.

General Policy (All Grade Levels PK-12)

- Devices must be **powered off, out of sight**, and **secured** in backpacks or other designated storage areas during instructional time.
- Use of devices is **prohibited in restrooms, locker rooms**, and any other space where privacy is expected.

- **Wireless earbuds and headphones** may not be used unless specified in an approved instructional or special education plan.

The **district is not liable** for loss, theft, or damage to personal devices.

Exceptions

- Students with a physician's order, **504**, or **IEP accommodations** may have exceptions as documented.

Refusal to Comply

If a student **refuses to turn over their device** when requested:

- Immediate **referral to the office**
- **Campus-Based Intervention Strategy (contract), Possible In-School Suspension (ISS), Out-of-School Suspension (OSS) for persistent insubordination, or additional consequences in accordance with the Student Code of Conduct**
- A Parent meeting is required

Parent Communication Protocol

To avoid disruptions:

- Parents/guardians should **not contact students directly** during instructional time.
- All communication must go through the **school front office**.
- Emergency messages will be promptly delivered.
- The Emergency contact must go through the **campus front office**.

Parent/Guardian Pickup Policy for Electronic Devices

- **Only a parent or legal guardian** may retrieve confiscated devices.
- **Pickup Hours:** 8:00 a.m. to 4:00 p.m., Monday–Friday

- **A photo ID and a signature are required upon receiving the device.**
- Devices will **not** be released to siblings, relatives, or non-guardians not listed in Skyward.

Unclaimed Devices: Items not claimed by the last day of school will be disposed of.

Fee Information

- **1st offense:** 1st Offense - Confiscation of the device, parent contact, and returned to the student at the end of the day.
- **2nd offense fee:** 2nd Offense - Confiscation of the device and returned when picked up by a parent or guardian listed on the student contact information, a \$15.00 fee.
- **3rd Offense fee:** Confiscation of the device and returned when picked up by a parent or guardian listed on the student contact information, a \$15.00 fee, and disciplinary consequences.
- **4th Offense fee:** Multiple Offenses - Confiscation of the device, a \$15.00 fee for every offense, the device must be picked up by a parent or guardian listed on the student contact information, and disciplinary consequences.
- Students who fail to surrender devices will face immediate consequences. Any disciplinary action will be in accordance with the Student Code of Conduct.
- Fees must be paid:
 - Online via [Manor ISD Revtrak](#)
 - Cash and checks will not be accepted
- Unpaid fees may result in report card holds or the denial of extracurricular privileges.
- All fees will go towards paying for student needs (for example: backpacks, clothes, school supplies, shoes, jackets, etc.)

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy [FNCE](#) for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches and Investigations and policy [FNF](#) for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.