

Enhancing the Learning
Environment:

Personal Electronic Device
Policy



COLLABORATING IN COMMUNITY | CULTIVATING EQUITY | INSPIRING EXCELLENCE

Key Roles

- **Review and Approve Policy**
- **Monitor Implementation**
- **Uphold Student Rights**
- **Engage Community**
- **Ensure Transparency**
- Promote Accountability
- Support Professional Learning

Monitor Implementation

Successful implementation starts with building a shared understanding of the “why, not just the “what.”

- Student listening sessions (summer and fall)
- HS staff listening sessions (summer)
- Newsletters/Parent Square
- Staff training
- Student training – Advisory
- Tracking
- Surveys: Student, Staff, Parents/Guardians

Uphold Student Rights



Not all PED (Personal Electronic Device) use is defiance. For some students, it is a lifeline. Our job is to know the difference and build systems that make room for real needs while upholding community agreements.

Effective implementation takes time and flexibility.

Understand root causes and respond with solutions grounded in empathy and responsiveness.

Opportunities to reteach, adjust systems and strengthen the school community.



Key Roles

- **Review and Approve Policy**
- Monitor Implementation
- Uphold Student Rights
- Engage Community
- Ensure Transparency
- Promote Accountability
- Support Professional Learning

Review and Approve Policy

- [JFCEB](#) - Personal Electronic Devices (Proposed)
- [JFCEB - AR](#) - Request for Personal Electronic Devices Exception (Proposed)
- [JFCEB](#) - Personal Electronic Devices (Deletion)
- [JFCEB - AR](#) - Personal Electronic Devices and Social Media (Deletion)



Key Policy Considerations: Scope



Establish clear guidelines for device storage

- Define **where and how** students are expected to store personal electronic devices during the school day (e.g., off and away for the day in backpacks, stored in lockers, secured in locked cell phone pouches, placed in designated classroom storage, or located in the school office).
 - If personal electronic devices are stored in a shared/public location, ensure that they are stored in a secure manner.
- Ensure **consistency** in storage expectations across grade levels and classrooms, while allowing **flexibility** for age-appropriate implementation.
- **Communicate** storage procedures clearly to students, families, and staff, and include visual or multilingual materials as needed. Ensure school staff are able to support storage implementation.
- **Evaluate policy and implementation efforts** to determine if course corrections or revisions are necessary.



Sample Policy



Personal electronic devices [must be placed in district-provided pouches or storage] [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][may be stored on the student's person, but may not be used] during regular instructional hours.



Suggested



Personal electronic devices ~~[must be placed in district-provided pouches or storage] [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]~~ [may be stored on the student's person, but may not be used] during regular instructional hours.

For reference, NCSD language: Personal electronic devices must be stored in accordance with district-provided grade-level based guidance.





Key Policy Considerations: Definitions



Establish clear definitions

- Clarify what is covered by the policy



Sample Policy



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.^[2] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

² [ODE’s guidance, *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.”]



Suggested



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.[²] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

~~² [ODE’s guidance, *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.”]~~





Key Policy Considerations: Exemptions



Clarify Allowable Use Based on Individual Needs

- Allow students to use personal electronic devices when such use is explicitly required by:
 - A **licensed medical provider's written order** for the care and treatment of a **medical condition**.
 - A student's **Individualized Education Program (IEP) or 504 Plan**.
 - A written exemption granted under district guidelines by a school administrator based on **individual circumstances** or to support specific educational outcomes.
- Ensure staff understand how to verify and honor these accommodations without stigma or confusion.



Sample Policy



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. 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. 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.⁵

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(1) – Public Complaint Procedure].



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. 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. 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~~ [15] school days.⁵

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 or designee] [in accordance with KL-AR(1) – Public Complaint Procedure].

Sample AR: Request for PED Exemption - no changes



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):



Sample AR: Request for PED Exemption

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].

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.]

Sample AR: Suggested

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].~~

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.]



Key Policy Considerations: Scope

Define the Scope and Limits of the Policy's Applicability

Clarify that the personal electronic device policy **may exclude times** when students are not on school grounds and not under the supervision of school personnel, with the exception of school bus drivers.

Clearly communicate **when and where the policy is and is not enforceable**, potentially including during field trips, extracurricular activities, or while traveling to and from school.

Ensure all partners—school staff, students, families and caregivers, school partners and transportation providers—**understand** the boundaries of the policy's reach. Plan for **regular communication** of policy reach and implementation.

Sample Policy



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. [Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)¹.]

¹ If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE's guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}



Suggested



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. ~~[Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)⁴.]~~

⁴ ~~If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE's guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}~~



Sample Policy - Discussion

In accordance with ORS 336.840, students may be allowed to use personal electronic devices⁹ that support academic activities and independent communications, 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.

⁹ 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.



Key Policy Considerations: Response to Non-Compliance



Provide Clear Direction for Addressing Policy Violations

- Outline a **clear and consistent district or school wide approach** to responding to student misuse of personal electronic devices. Successful and consistent implementation across a school community will benefit from staff modeling limited personal PED use during instructional time. While not required by EO 25-09, **encouraging staff to follow similar expectations** can help build school-wide buy-in and reinforce the learning environment the policy aims to support.
- Emphasize **restorative and instructional responses** over punitive actions.
- **Do not permit responses that remove students from instructional time**, including suspension, expulsion, or classroom exclusion for personal device violations. *This restriction is not intended to include the short time it might take to have a conversation of redirection either with the teacher or with administrators.*
- **Include examples of allowed responses**, such as verbal redirection, family / caregiver contact, or opportunities for student reflection and reteaching of expectations.



Sample Policy



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 (including suspension or expulsion), but could include [detention, Saturday school, a change to storage requirements, etc. {⁶}. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁷ [Steps may include:

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;

Second Instance of Noncompliance: the device will be temporarily confiscated and held and the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;

Third Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;

Beyond Third Instance of Noncompliance: In non-compliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning.{⁸]



Sample Policy



⁶ {Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.}

⁷ For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

⁸{From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.}



Suggested



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 (including suspension or expulsion), ~~but could include [detention, Saturday school, a change to storage requirements, etc. {⁶}]~~. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁷ [Steps may include:

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;

Second Instance of Noncompliance: ~~the device will be temporarily confiscated and held in the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;~~

Third Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;

Beyond Third Instance of Noncompliance: ~~In non-compliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning. {⁸}~~



Suggested



~~⁶{Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.}~~

~~⁷For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.~~

~~⁸{From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.}~~





Key Policy Considerations



Ensure Accessibility and Transparency of the Policy

- Post the personal electronic device policy on the school district's **website**.
- Make the policy easily **accessible and understandable** for:
 - School district personnel
 - Students
 - Parents and caregivers
 - School-based partners or visitors present during the school day
- **Translate and format** the policy to meet the language and accessibility needs of your school community.

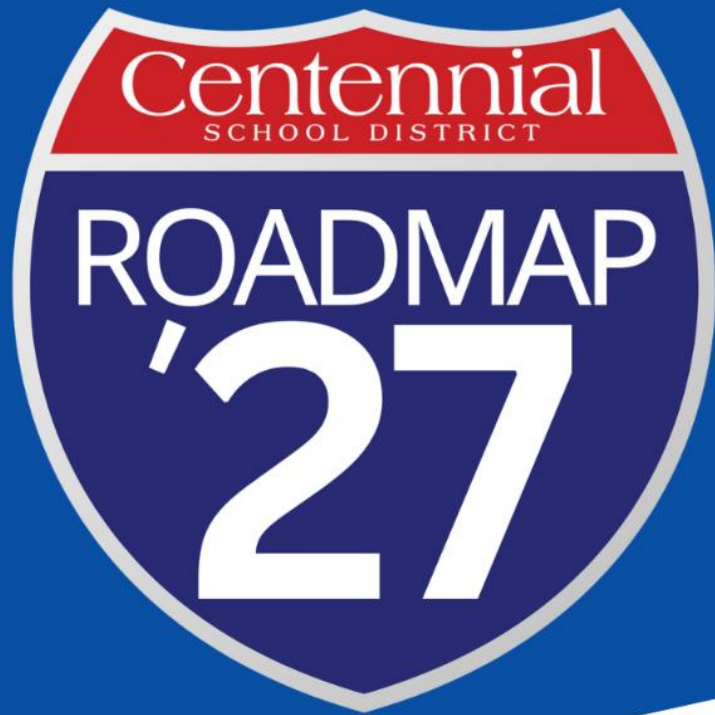
Sample Policy



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.

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





Thank You!



COLLABORATING IN COMMUNITY | CULTIVATING EQUITY | INSPIRING EXCELLENCE