

ADMINISTRATIVE PROCEDURES

JD

PERSONAL ELECTRONIC DEVICES

DECEMBER 2025

These administrative procedures are established to provide clear guidelines for the responsible use of personal electronic devices by students to support a safe, respectful, and productive learning environment. These administrative procedures apply to all students on school property and participating in school-sponsored activities.

Personal Electronic Devices: Includes cell phones, tablets, laptops, smartwatches, e-readers, and any device capable of sending, receiving, or storing digital data.

Instructional Time: Periods during which students are engaged in classroom learning or school-sponsored educational activities.

Grade Band Rules:

- Lower Elementary (PreKindergarten-Fourth Grade)
 - Students are not to use electronic items including cell phones, smart watches, tablets, etc. in school unless authorized by the building administration/ appropriate staff and building protocol for electronics has been followed.
 - Administration recognizes that electronic devices are a desirable and convenient means of communication between parents and their children. Thus, authorized electronic device use is defined below:
 - Electronic devices are not to be turned on, seen, heard, or used in the school building without permission.
 - The school is not responsible for lost, stolen, or damaged electronic devices.
 - Carrying electronic devices on the student is not allowed without staff permission.
 - Personal electronic devices with tracking capabilities/GPS may be used for your student's safety. However, these devices have the capability to record sound which is not allowed in the school building or classroom. The device can be used as a GPS, but the audio option must be turned off. See LPS Board Policy, JD - Student Code of Conduct, Recording Without Permission for further details.

- See the school's student handbook for consequences and further details.
- Upper Elementary (Fifth and Sixth Grade)
 - Students are not to use electronic items including cell phones, smart watches, tablets, etc. in school unless authorized by the building administration/ appropriate staff and building protocol for electronics has been followed.
 - Administration recognizes that electronic devices are a desirable and convenient means of communication between parents and their children. Thus, authorized electronic device use is defined below:
 - Electronic devices are not to be turned on, seen, heard, or used in the school building without permission.
 - The school is not responsible for lost, stolen, or damaged electronic devices.
 - Carrying electronic devices on the student is not allowed without staff permission.
 - Personal electronic devices with tracking capabilities/GPS may be used for student's safety. However, these devices have the capability to record sound which is not allowed in the school building or classroom. The device can be used as a GPS, but the audio option must be turned off. See LPS Board Policy, JD - Student Code of Conduct, Recording Without Permission for further details.
 - See the school's student handbook for consequences and further details.
- Middle School (Seventh and Eighth Grade)
 - Personal electronic devices may be used before and after school hours.
 - Personal electronic devices may not be used during lunch times unless approved by the school's administration.
 - Personal electronic devices may not be used in the hallway, at any time, or during instructional time unless explicit staff or school administration approval is granted.
 - During the school day, personal electronic devices should be stored in the student's locker unless approved by the school's administration to be carried or stored elsewhere.
 - Personal electronic devices with tracking capabilities/GPS may be used for student's safety. However, these devices have the capability to record sound which is not allowed in the school building or classroom. The device can be used as a GPS, but the audio option must be turned off. See LPS Board Policy, JD - Student Code of Conduct, Recording Without Permission for further details.

- See the school's student handbook for consequences and further details.
- High School (Ninth-Twelth Grade)
 - Personal electronic devices may be used before and after school hours, during passing times, and at lunch.
 - During instructional time, personal electronic devices must be stored in the student's backpack or designated classroom space.
 - Personal electronic devices may not be used during instructional time or in the hallway during instructional time unless explicit staff or school administration approval is granted.
 - Personal electronic devices with tracking capabilities/GPS may be used for student's safety. However, these devices have the capability to record sound which is not allowed in the school building or classroom. The device can be used as a GPS, but the audio option must be turned off. See LPS Board Policy, JD - Student Code of Conduct, Recording Without Permission for further details.
 - See the school's student handbook for consequences and further details.
- Postsecondary (18-26 years old)
 - Students are permitted to bring cell phones and other personal electronic devices to school.
 - Personal electronic devices must be turned off and kept out of sight at all times, except during non instructional times as permitted by the teacher/administrator.
 - Personal electronic devices with tracking capabilities/GPS may be used for student's safety. However, these devices have the capability to record sound which is not allowed in the school building or classroom. The device can be used as a GPS, but the audio option must be turned off. See LPS Board Policy, JD - Student Code of Conduct, Recording Without Permission for further details.
 - See the school's student handbook for consequences and further details.

Prohibited Use:

- Unauthorized recording (audio, video, or photos) of staff or students.
- Use during assessments unless specified by accommodations or instructions.
- Use of devices for any form of, but not limited to, academic dishonesty, cyberbullying, harassment, unauthorized communication, or access to inappropriate, harmful, or restricted content.

Emergency Use:

- Staff may direct students to use devices if necessary for safety.

Privacy and Security:

- The school and district are not responsible for lost, stolen, or damaged devices.
- Students are expected to secure their devices and avoid sharing personal information.

Enforcement:

- School administrators and staff are authorized to enforce these procedures.
- Devices may be searched by school and/or district administration if there is reasonable suspicion of a violation of law or policy, in accordance with district and legal guidelines.

Exceptions:

- Students with documented accommodations (e.g., IEP, 504 plans, health care plan) may use devices as specified.
- Exceptions may be granted for medical or other approved reasons.