

OSBA Model Sample Policy

Code: JFCEB

Adopted:

Personal Electronic Devices */**

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be adopted and in place by October 31, 2025, with full implementation by January 1, 2026.}

Student 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.

Except as otherwise provided in this policy, “personal electronic device” (PED) 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. 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 a laptop computer or other device required to support academic activities.

1. General Guidelines

- a. Students are prohibited from using PEDs on school grounds from the start of school hours until the end of school hours unless the school grants an exemption under Section B below.
- b. Students can use PEDs when they are using district provided transportation during their scheduled route to and from school.
- c. Students can use PEDs during extracurricular activities.
- d. PEDs brought to school may be kept by students in lockers or backpacks, but PEDs are not to be stored on the student’s person or in the student’s clothing during school hours.
- e. The district is not responsible for lost or stolen PEDs brought onto district property.

2. Exemptions

Students may use PEDs when use complies with the terms of:

- a. An order from a student’s medical provider for the care and treatment of a medical condition if the parent or legal guardian has received approval after submitting form JFCEB-AR.
- b. 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)².
- c. A written exemption provided for the student based on approval of a written request submitted to the building administrator by a parent or guardian on form JFCEB-AR. School administration will respond to such a request within ten school days of receipt. A parent or guardian may appeal a denial to the superintendent within ten days of receipt of the denial. The

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.}

² Parents/guardians do not need to fill out form JECEB-AR for this exemption.

superintendent's decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Personal electronic devices may be kept by students in lockers or backpacks or on the student's person, but may not be used during regular instructional hours.

3. Disciplinary Consequences

Students in violation of this policy will be subject to disciplinary action and could include detention, Saturday school, a change to storage requirements, etc. ^{3}. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁴

Steps may include:

- a. 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;
- b. 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;
- c. 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;
- d. Beyond Third Instance of Noncompliance: If non-compliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning.^{5}

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

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.

³ {Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.}

⁴ 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.

⁵ {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.}

In accordance with ORS 336.840, students may be allowed to use personal electronic devices⁶ that support academic activities and independent communications⁷, 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. *{MOVED FROM EARLIER IN POLICY.}*

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

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

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 336.840](#)

⁶ 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.

⁷ “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

