

Independent School District #118 Policy 524.1

Adopted: 2/19/08

Revised: ~~10/08, 12/10, 7/14, 10/17, 8/18, 1/22, 7/23, 1/25~~

524.1 STUDENT CELL PHONES

I. PURPOSE

~~The primary goal of this updated policy is to foster a focused, distraction-free learning environment and to ensure the safety and privacy of all students at Northland Community Schools. We believe that minimizing the presence of cell phones and other electronic devices during school hours will significantly enhance our student's educational experience. This policy outlines the appropriate use of cell phones, Bluetooth earbuds, smartwatches, and personal electronic devices within the school premises. Northland Community Schools uses instructional technology as one way of supporting our vision to ensure that each student acquires 21st-century skills to achieve his or her potential, become a productive community member and value lifelong learning. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. Students in possession of a cell phone must comply with the Cell Phone Policy and the Internet Acceptable Use and Safety Policy.~~

II. GENERAL STATEMENT OF POLICY

- A. ~~Student cell phones and other personal electronic devices capable of communication, such as those used for texting, answering, and receiving calls, are not permitted in classrooms, hallways, during lunch, during recess, or bathrooms during the school day.~~
- B. ~~If students bring cell phones, Bluetooth earbuds, smartwatches, and/or personal electronic devices capable of communication, such as texting, answering, and receiving calls, to school, they must be placed on silent or turned off and stored in designated technology lockers from the beginning of the school day until the end of the school day.~~
- C. ~~These items can and will be confiscated by staff members and taken to the office if they are not stored in the designated technology lockers.~~
 - A. ~~All students, grades PreK-12, will place all electronic devices in their school lockers each day prior to the start of the day (8:25AM). Devices must be turned off when stored in school lockers.~~
 - B. ~~All students in grades 7-12 may use cell phones between class periods and during lunch.~~
 - C. ~~Students may not have their cell phones, headphones or earbuds with them during instructional time. This includes students in the office, hallways, and restrooms during~~

~~instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell~~

- ~~D. Devices must be in “vibrate” or “silent” mode when being stored in school lockers~~
- ~~E. Cell phone use will not be permitted in locker rooms or restrooms. The use of cell phones in a bathroom or locker room may result in law enforcement being called.~~
- ~~F. Students may not use cell phones to “bully” or to post derogatory statements about students, staff or the district via text message or social media.~~
- ~~G. A student who has a phone confiscated may not use another student’s cell phone.~~

III. CELL PHONE USE

- A. Students are prohibited from having cell phones, earbuds, smartwatches, and any other personal electronic devices on their person during school hours, including class time, lunch periods, and recess. Students are prohibited from using cell phones and other electronic communication devices during the instructional day.
- B. Field trips and school events are extensions of classroom learning during school hours, therefore, cell phones, earbuds, smartwatches, and personal electronic devices are not permitted.
- C. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- D. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- E. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic communication device ~~will~~**may** be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

IV. CHECK-IN AND CHECK-OUT PROCESS

*Check-in and Check-out process, subject to change based on need identified by administration

- A. Device Check-In
 - a. Homeroom/1st Hour: Students must check their cell phones, earbuds, and smartwatches into designated lockers located in their homerooms or 1st-hour classrooms.

- b. **Midday Arrival:** Students will check their cell phones, earbuds, and smartwatches in the office upon arrival. Office staff will ensure devices will be stored in the appropriate assigned locker.
- c. **Storage:** These devices will be securely stored in the lockers and brought to the office for the duration of the school day.
- d. **Locker Keys:** Students will be responsible for the key to their cell phone locker. The office will have a backup key. If the key is lost, there will be a charge to make a new key.

B. Device Check-Out

- a. **End of Day:** Students will return to their homerooms or 1-hour classrooms at the end of the school day to retrieve their devices.
- b. **Midday Departure:** Any student leaving midday must check out their device from the office. If the student returns to school, they must check their device back into the office.
- c. **Open Campus:** Any senior leaving for open campus must check out their device from the office. Upon return from open campus, students must check their device back into the office.
- d. **Substitute Teacher:** If the 1st-hour class has a substitute teacher (high school only), students will check out their devices from the office.

V. TWO-FACTOR AUTHENTICATION

Any PSEO or CIS student needing their cell phone for two-factor authentication, must go to the office, check out their cell phone, and check cell phone back in once authentication is complete. It is recommended that email is the first choice for two-factor authentication, so students can use their Chromebooks rather than their cell phone.

VI. EMERGENCIES

In case of emergency, students may use the school office phone to contact parents/guardians. Parents/guardians should contact the school office to relay urgent messages to their student(s).

VII. CONSEQUENCES OF VIOLATING THE CELL PHONE POLICY

- **First Offense** – The device will be confiscated by the staff member, brought to the office to be stored in the designated technology locker, and returned to the student at the end of the day. A minor referral will be issued to the student and parents/guardians will be notified.(a minor) the phone is taken away until the end of the day
- **Second Offense** — The device will be confiscated by the staff member, brought to the office to be stored in the designated technology locker, and will be returned only to the parent or guardian. A major referral will be written, and administration will conference

~~with the student and communicate with parents/guardians about future violations. a major)-
the phone must be picked up by a parent or guardian~~

- ~~Third offense and~~ **Any Further Infractions** – The device will be confiscated by the staff member, given to administration, and documented as a major referral. The phone will be returned only to a parent or guardian and a student-parent/guarding meeting will take place to discuss the violation and create a plan for the student. Detention, suspension, and/or MSHSL code of conduct consequences will be discussed and assigned. may result in other disciplinary action

VIII. EXCEPTIONS

Students with medical conditions requiring device use must provide documentation from a healthcare provider. Other requests for exceptions to this policy, particularly those requiring the use of a device, may be submitted to administration and will be considered for approval on a case-by-case basis.

IX. LOST, STOLEN OR DAMAGED DEVICES

Each user is responsible for his/her own ~~cell phone~~devices and should use it responsibly and appropriately. Northland Community Schools take no responsibility for stolen, lost or damaged ~~cell phones~~devices.

XV. SEARCH OF CELL PHONE CONTENTS

- A. A student's cell phone contents may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules and/or policy. Any searching of a device will be reasonable both in its scope and intrusiveness.
- B. Parents/guardians of the student will be notified of the search.