

Board Memo

This Policy updates LCSD Policy EDBB: Use of Cellular Phones and Other Electronic Devices regarding possession and use of electronic devices by students during the school day. Personal internet-enabled devices are not permitted to be used on school grounds during the school day, other than as provided for in specific circumstances consistent with this Policy. Each school must establish a school-based policy regarding the use of electronic devices on school property that is consistent with this Policy.

I. DEFINITIONS

A. For purposes of this regulation:

1. An “internet-enabled electronic device” is an electronic device capable of connecting to the internet and enabling the user to access content on the internet.
2. A “non-internet-enabled electronic device” is an electronic device that is not capable of connecting to the Internet or enabling the user to access content on the internet.
3. A “school day” means the entirety of an instructional day during all instructional and non-instructional time, including but not limited to homeroom periods, lunch, recess, and study halls.
4. “School grounds” means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property of a school.
5. “Parent” means a student’s parent(s) or guardian(s) or person(s) in any parental or custodial relationship to the student, or any individual designated by the parent to act in loco parentis.

B. Electronic devices include: 1) cell phones, smartphones, smartwatches, and other similar communication devices (“communication devices”); 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music, entertainment systems, and listening devices (such as MP3 players and game consoles and airPods).

II. POLICY

- A. Students may not use personal internet-enabled electronic devices during the school day.
- B. Students may be permitted to use internet-enabled electronic devices that are school-provided during the school day except as set forth in II D - II F below.
- C. Students may be permitted to use non-internet enabled electronic devices during the school day except as set forth in II D - II F below.
- D. Electronic devices may not be used during the administration of any school quiz, test or examination unless such use has been explicitly authorized by the school or is contained in an Individualized Education Program (“IEP”) or Section 504 Accommodation Plan (“504 Plan”).
- E. Electronic devices may not be turned on or used during school fire drills or other emergency preparedness exercises
- F. Electronic devices may not be used in locker rooms or bathrooms.

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III. EXCEPTIONS FOR PERSONAL INTERNET-ENABLED ELECTRONIC DEVICES

A. Schools must authorize student use of personal internet-enabled electronic devices on school property during the school day under the following circumstances;:

1. Where necessary to monitor a medical condition and to notify the user of necessary action to be taken, for the management of a student's healthcare, as documented by the student's medical provider and subject to review by the District Nurse;
2. On a case-by-case basis, after review and determination by a school psychologist, school social worker, or school counselor, for a student caregiver who is routinely responsible for the care and wellbeing of a family member; and
3. Where required by law.

B. Schools may authorize student use of personal internet-enabled electronic devices on school property during the school day under the following circumstances:

1. In the event of an individual student emergency, where the parent has notified the principal/designee of the specific nature of the emergency.
2. For translation and interpretation services if other means of translation or interpretation are not available.

C. Students must be permitted to use personal internet-enabled electronic devices where such use is contained in an IEP or in a 504 plan, for (i) medical purpose; or (ii) an educational purpose, but the school has not yet secured a District-issued device for such purpose.

IV. STORAGE OF ELECTRONIC DEVICES

When a student brings a personal internet-enabled electronic device to school, such device must be turned off and stored during the school day in a manner determined by the District. Schools must provide at least one method for storage of devices, which may include, but are not limited to, school storage lockers, assigned student lockers, or other holders that will be used to store electronic from start of school to the end of the school day. Schools must also provide a method for students to access their stored devices during the school day when necessary.

V. IMPLEMENTATION OF POLICY

A. Schools must provide at least one method for parents to contact a student in an emergency or exigent circumstance, during the school day. This must include, at minimum, a direct phone number(s) provided by the school. Schools must provide written notification to parents of these method(s) upon enrollment and as set forth in Section VI A below.

B. By October 31st of every year beginning with the 2025-2026 school year, each school must certify that it has adopted the policy regarding the use of electronic devices on school property, and that it has communicated such policy to students, parents and staff as set forth in Section VI below.

VI. COMMUNICATION OF POLICIES

A. At the start of each school year or upon enrollment of a new student, schools must provide written notification of this Policy to parents and must ensure that the Policy has been shared with staff and students. Any changes to the Policy must be communicated to students, parents and staff.

B. Each school must post a notice of this Policy on the school's website.

VII. STUDENT DISCIPLINE

A. Students who use electronic devices in violation of the District's Policy will be subject to restorative discipline in accordance with the guidance interventions and disciplinary responses set forth in this Policy.

B. Electronic device violation consequences:

1. 1st Step

- a) *Before, During, After School Detention, or In-school-Suspension (1 day)*
- b) *Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

2. 2nd Step

- a) *In-school-Suspension (2 days)*
- b) *Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

3. 3rd Step

- a) *Out-of-School Suspension (1 day)*
- b) *Parent/Person on the contact list is contacted to come to the school to retrieve the device.*

4. 4th Step

- a) *Out-of-School Suspension (OSS) (2 days)*
- b) *Keep phone 5 days*
- c) *Upon a student's return from 2nd OSS Admin must conduct a parent conference to facilitate a behavioral intervention.*

5. 5th Step

- a) *Recommendation for Expulsion*
- b) *Assign 5 day OSS pending hearing results*
- c) *Phone will be returned after hearing*

VIII. CONFISCATION OF ELECTRONIC DEVICES

A. If a school confiscates an electronic device for violation of the District's Policy, the principal/designee must contact the student's parent. Confiscation, storage and return of such items must be handled in accordance with District Policy. (See Section V A above.)