

## **CUSD 200**

### **Smart Device (cell phones, smart watches, earbuds) Procedure**

#### **Early Childhood/Elementary School (Grades EC-5)**

##### **School Expectations**

- **Complete Ban:** On cellular telephones and wearable devices including, but not limited to smartwatches that have the capability to provide voice, messaging, or other data communication between two or more parties.
- **Storage Requirements:** Any devices brought to school must remain powered off and stored in backpacks or designated areas (e.g., the office) throughout the day. This includes, but is not limited to smartwatches with the capability to provide voice, messaging, or other data communication between two or more parties. Power Off means it is not in “vibrate” or “silent” mode.

##### **Exceptions**

- **Special Circumstances:** Students with documented medical needs requiring smart devices may use them with prior approval from the school administration. Documentation from a medical provider may be required. Recommendations must be documented on a student’s health care plan, 504 Plan, and/or within the student’s Individualized Education Plan (IEP). The principal may approve emergency exceptions.

##### **Enforcement:**

School administrators and educators must implement interventions/actions on a case-by-case basis to determine what is appropriate based on the individual circumstances. The list of possible interventions/actions below is not exhaustive. Interventions/Actions will be determined by a review of the severity, nature, and circumstances of the incident on a case-by-case basis and may include, without limitation, any of the following interventions/actions according to Board Policy 7:190, *Student Behavior*, and the [elementary school handbook](#).

- Verbal warning
- The device is given to the teacher, and they will hold it for the remainder of the class period.
- Parent Notification/Conference
- The Main Office will hold the device for the remainder of the school day.
- The device will be held, and parents are required to pick it up from the Main Office.

##### **Focus on Learning**

- Prioritize social interaction and academic engagement by minimizing distractions from smart devices.

## Middle School (Grades 6-8)

### School Expectations

- **Complete Ban:** On cellular telephones and wearable devices including, but not limited to smartwatches that have the capability to provide voice, messaging, or other data communication between two or more parties.
- **Storage Requirements:** Any devices brought to school must remain powered off and stored in lockers or designated areas throughout the day. Power Off means it is not in “vibrate” or “silent” mode.

### Exceptions

- **Special Circumstances:** Students with documented medical needs requiring smart devices may use them with prior approval from the school administration. Documentation from a medical provider may be required. Recommendations must be documented on a student’s health care plan, 504 Plan, and/or within the student’s Individualized Education Plan (IEP). The principal may approve emergency exceptions.

### Enforcement and Consequences

School administrators and educators must implement interventions/actions on a case-by-case basis to determine what is appropriate based on the individual circumstances. The list of possible interventions/actions listed below is not exhaustive. Interventions/Actions will be determined by a review of the severity, nature, and circumstances of the incident on a case-by-case basis and may include, without limitation, any of the following interventions/actions pursuant to [Board Policy 7:190, Student Behavior](#), and the [middle school student handbook](#).

- Verbal warning
- Parent Notification/Conference
- The Main Office will hold the device for the remainder of the school day.
- The device will be held, and parents are required to pick it up from the Main Office.
- Revocation of device privileges on campus

### Focus on Development

Middle school is an important time to learn that digital citizenship means using technology responsibly, ethically, and effectively. Students will learn about responsible and appropriate use of technology, social media/internet safety, and media literacy.

Middle schools will prioritize social interaction and academic engagement by minimizing distractions from smart devices.

## High School (Grades 9-12+)

### Focus on Responsible Use

- Digital citizenship is using technology responsibly, ethically, and effectively. Students will learn about responsible and appropriate use of technology, social media/internet safety, and media literacy.

### School Expectations

- **Limited Access:**
  - Cell phones and earbuds are limited-access devices during instructional periods.
  - All cell phones and earbuds (AirPods, headphones, etc.) may be brought to school but must remain stored away during instructional periods.
    - The following exceptions apply during instructional periods:
      - (1) when a teacher or instructor has authorized the student to use a wireless communication device for educational purposes; (2) in an emergency or in response to an imminent threat to the health or safety of an individual; (3) when a licensed physician determines that the possession or use of a wireless communication device is necessary for the health or well-being of the student; or (4) to fulfill an Individualized Education Plan or a Section 504 plan developed under Section 504; or (5) when the wireless communication device is necessary for students who are English learners to access learning materials.
      - The principal or designee may approve emergency exceptions.
  - All limited-access defined devices cannot be used when students are in bathrooms and locker rooms.
  - Phones must be placed in a phone caddy or out of sight during instructional periods; the individual classroom teacher/department-wide expectations will determine where phones must be placed.
  - Students are not permitted to carry limited-access devices when leaving the classroom for the restroom.
  - Usage is permitted during non-instructional times, such as passing periods, study halls, after-school activities, and lunch, unless prohibited by school rules, principal, or designee.

### Enforcement and Consequences

The list of possible interventions/actions listed below is not exhaustive. Interventions/Actions will be determined by a review of the severity, nature, and circumstances of the incident on a case-by-case basis and may include, without limitation, any of the following

interventions/actions pursuant to [Board Policy 7:190. Student Behavior](#): and the [high school student handbook](#).

- 1st offense: Verbal warning from classroom teacher
- 2nd offense: Parent notification from the classroom teacher and Dean referral of parent notification.
- 3rd offense: Dean Referral for possible disciplinary measures.
  - Consequences may include: confiscation by the dean until the end of the day, detention, formal verbal warning, Saturday detention(s), confiscation by the dean/administrator until returned to a parent/guardian.

### **Communication Protocol**

If a parent needs to contact their student during an instructional period due to an emergency, they should call the Main Office.

### **Review and Updates**

The district administration will review this procedure annually to ensure its effectiveness and alignment with student needs, technological advancements, and community feedback.

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