

## **POLICY LIMITING USE OF PERSONAL ELECTRONIC DEVICES**

A. The Board believes that students need a safe, positive and productive learning environment free from disruptions, distractions and threats. The Board has determined that Personal Electronic Devices can create a disruption to the learning environment, distract students from the primary purpose of education and can be used to threaten other students. Accordingly, it is the policy of the Board to forbid the use of Personal Electronic Devices by students in classrooms, other places designated for instruction, and school offices during the school day. Coaches and sponsors in charge of extra-curricular activities or school trips shall have the discretion to regulate and limit the use of Personal Electronic Devices during such school activities and school trips.

While students are not prohibited from possessing Personal Electronic Devices, the Personal Electronic Devices must be stored out-of-sight and in an “off” position while in classrooms, other places designated for instruction and school offices during the school day. Students’ Personal Electronic Devices that are visible or can be heard in a classroom, other place designated for instruction, or school office, during the school day shall be considered to be in violation of this policy.

### **B. Definitions:**

For purposes of this policy, the following definitions shall apply:

1. “Personal Electronic Device” is an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal

digital assistants (PDA's), cameras, and any device that provides a wireless connection to the Internet.

2. "use" shall include carrying or possessing a Personal Electronic Device that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or "manner mode" shall be considered to be in use. A Personal Electronic Device that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be a Personal Electronic Device deemed "in use." A Personal Electronic Device, even if placed in an "off" position but visible to others shall be deemed "in use." A Personal Electronic Device in an "off" position and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, etc. shall be not be deemed "in use."

3. "Extra-curricular activity" means any school-sponsored activity, including school-sponsored sports, which is directed and supervised by a school employee, coach or sponsor.

4. "School trip" means any school-sponsored trip on school-owned vehicles for the purpose of transporting students to a school-sponsored activity away from the school site, which is directed and supervised by a school employee, coach or sponsor.

**C. Prohibition:** It is the policy of the Board that no student shall use a Personal Electronic Devices in a classroom, other place designated for instruction or school office during the school day.

#### D. **Exceptions:**

1. Coaches and sponsors of extra-curricular activities shall have the discretion to regulate and limit the use of Personal Electronic Devices while participating in extra-curricular activities or during school-sponsored trips.

2. This policy does not apply to the sanctioned use of Personal Electronic Devices by teachers, or students under the direct supervision of their teacher(s), for educational purposes.

E. **Enforcement:** Building administrators are authorized and required to enforce this policy. Teachers shall refer students who violate this policy to the appropriate building administrator for enforcement of the policy.

1. Elementary School children **will not** be allowed to bring cell phones to school. If a child needs to reach his/her parent or if a parent needs to reach their child, they are to use the school phones. If cell phones are confiscated from elementary students, the offense will be treated as a misbehavior as per board policy.
2. Middle school and High school students will be allowed to have cell phones at school.
3. The phones must be TURNED OFF from the first bell to the last bell of the day.
4. First Offense:
  - If a student has the cell phone on during the day or is sending text messages, the phone will be taken away, logged into the office by an identified office staff as designated by the principal.
  - The Parents/Guardian of the student must come to school and sign for the cell phone in order for it to be returned.
5. Second Offense:
  - The cell phone will be taken away, logged into the office by an identified office staff as designated by the principal. The parents will be able to pick up the cell phone at the end of the semester.

This policy applies to all Electronic Devices, iPods, MP3 players, etc.

6. Continued violation of this policy will result in misbehavior (12.22) as per board policy.
7. The school is **NOT** responsible for the loss of the cell phone or the loss of any other electronic device.

8. The use of a cell phone by **anyone** during a Lock Down is **strictly prohibited** for the safety of all students and staff. (Schools who do not have effective intercom systems may use cell phones as a way of communicating)

GMCS is not responsible in any way for lost or stolen items. We will not investigate any electronic devices that have been lost or stolen.

**“If You Want “It” to Keep,  
Put “It” to Sleep!”**

Cell Phone Usage Policy

Gallup McKinley County Schools

THE USE OF A CELL PHONE and/or ELECTRONIC DEVICE IS A PRIVILEGE IN  
GALLUP MCKINLEY COUNTY SCHOOLS

I am aware of and understand the Gallup McKinley County School District Cell Phone policy.

I understand that this is my child’s First Offense, that I am receiving my child’s electronic device at this time. I also understand that if there is a Second Offense with an electronic device, that the device will be taken away and kept in a safe location in the school office. I will be able to retrieve it at the end of the semester.

Continued violation of this policy will result in discipline procedures as identified by the Principal and followed accordingly as per GMCS Discipline Policy (12.22).

_____ Signature of Parent/Guardian	Date
_____ Signature of Student	Date
_____ Signature of GMCS Personnel (Principal of designee)	Date

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**F. Loss of and Damage to Personal Electronic Devices:**

The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

**G. Penalties for Violations**

School employees with student supervisory responsibilities are authorized to confiscate Personal Electronic Devices, unless use of the Personal Electronic Device is otherwise authorized in accordance with the provisions of paragraph D of this policy.

**ADMINISTRATIVE PROCEDURES FOR ENFORCEMENT OF POLICY PROHIBITING PERSONAL ELECTRONIC DEVICES**

**A. Employees authorized to confiscate Personal Electronic Devices:**

Teachers, educational assistants, administrators and any other school employees charged with supervision of students who witnesses the possession and/or use of a Personal Electronic Device may confiscate the Personal Electronic Device. Employees who learn about the possible possession of a Personal Electronic Device but did not personally witness the possession and/or use of the Personal Electronic Device may **not** search a student for the Personal Electronic Device. Instead, the employee should report the matter to the designated building administrator for further action.

**B. Procedures for confiscation of Personal Electronic Devices:**

An employee authorized to confiscate a Personal Electronic Device who witnesses the possession and/or use of a Personal Electronic Device may confiscate the Personal Electronic Device

1. only after giving the student notice that he/she has witnessed the violation of the policy and giving the student an opportunity to state his or her side of the story;

2. the employee confiscating the Personal Electronic Device shall personally submit the Personal Electronic Device as soon as practicable to the designated building administrator or the person designated in the administration office with the responsibility of accepting and safeguarding the confiscated Personal Electronic Devices;

3. if the employee confiscating the Personal Electronic Device cannot submit the Personal Electronic Device immediately to the administration office because of teaching responsibilities, student supervision responsibilities, etc., the employee shall take reasonable steps to ensure the safe keeping of the Personal Electronic Device until he or she can personally submit them to the designated building administrator or the person designated in the administration office with the responsibility of accepting and safeguarding the confiscated Personal Electronic Devices.

**C. Procedures for Safeguarding Confiscated Personal Electronic Devices:**

The designated building administrator or person designated in the administration office with the responsibility of accepting and safeguarding the confiscated Personal Electronic Devices shall:

1. prepare a label with the student's name and the date submitted and attach the label to the Personal Electronic Device;

2. place the labeled Personal Electronic Device in a secure and locked file or vault to be retrieved for return to the parent or guardian at a meeting with the designated building administrator.

**D. Employees authorized to enforce the Policy:**

School administrators are authorized to enforce the policy and issue student suspensions.

**E. Searches for Personal Electronic Devices:**

Only designated building administrators may search students, student back-packs, student lockers, purses, etc. for Personal Electronic Devices. Additionally, a student may be searched only in accordance with the provisions of the District's Search and Seizure Policy when the designated administrator has individualized, reasonable suspicion that a student is in possession of a Personal Electronic Device. Searches involving the removal of any articles of clothing shall be conducted only with the express permission of the Superintendent, after consultation with Board's legal counsel.

**F. Meetings to Return Confiscated Personal Electronic Devices:**

The designated building administrator shall attempt to schedule a meeting with the parents of offending students to return the confiscated Personal Electronic Device as soon as practicable after the designated confiscation time so that the confiscated item is not in the possession of the school for a period longer than necessary. The Parent/Guardian and student shall be required to sign a statement indicating that the confiscated Personal Electronic Device has returned to them and that they understand the disciplinary consequences of further violations.

