

## STUDENT USE OF PERSONAL ELECTRONIC DEVICES

### Definitions

For purposes of this policy, a “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

The “school day” is defined as once the first bell rings until the end of day school bell minus lunch period.

“Instructional time” is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day and homeroom.

### General Rules

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes: MacBook Air Computers, iPads, other classroom technology provided by the school.

A student’s personal electronic device, not otherwise allowed to be used under this policy, must be securely stored at all times in a school-provided device in each classroom for High School students in the Secondary Building and in the student lockers for Middle School & Elementary. High School students may utilize their personal electronic devices during passing time and at lunch.

A parent or guardian, after verification by school officials, may communicate with a student through the school office. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office or the district office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by the district wide mass notification system.

### Violations of Policy

**First Offense** - Upon the first offense, the student’s remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal’s office. After reviewing the policy with the principal or principal’s designee, the device will be given back to the student at the end of the school day.

**Second Offense** - Upon the second offense, the student’s remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal’s office. The principal or principal’s designee will review the cell phone policy with the student. The student will be required to bring their device to the office upon their arrival at school for a period of 5 school days. It will be kept safe in the office. It will be the student’s responsibility to pick it up at the end of each school day.

**Third Offense** - Upon the third offense, the student’s remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal’s office. The principal or principal’s designee will review the cell phone policy with the student. The student will be required to bring their device to the office upon their arrival at school for a period of 10 school days. It will be kept safe in the office. It will be the student’s responsibility to pick it up at the end of each school day.

**Fourth Offense** - Upon the fourth offense, the student’s remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal’s office. The principal or principal’s designee will review the cell phone policy with the student. The student will be required to bring their device to the office upon their arrival at school for a minimum of 20 days or the remainder of the school year. It will be kept safe in the office. It will be the student’s responsibility to pick it up at the end of each school day. A parent meeting may be requested to determine the next course of action.

If the student uses a personal electronic device during the administration of any assessment, the student will receive no credit for the assessment without the ability to retake and will also face the consequences identified in the prior paragraph. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

### **Student-Specific Exceptions to Policy**

*Petition by Parent or Guardian.* A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access of a personal electronic device contrary to Maquoketa Valley's policy.

*Student Plans.* A student who has a current Individualized Education Program, a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

### **Inappropriate use of Electronic Devices**

Cell phones with cameras and other portable "remotely activated, or activating communication devices" capable of storing, and transmitting or receiving images are banned from being used in locker rooms and rest rooms at **ALL** times. Students will be disciplined for use of cell phones with cameras in school locker rooms, restrooms, or for being used inappropriately affecting the well being of other students or staff.

**First Offense:** Immediate suspension plus one day, Law enforcement may be notified

**Second Offense:** Immediate suspension plus 3-day suspension, Law enforcement notified

**Third Offense:** Possible recommendation for expulsion, Law enforcement notified

Adopted: 08/11/2025

Reviewed:

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