

Sample Administrative Policy on
Electronic Communication Devices

POLICY STATEMENT

It is the policy of the _____ public school system to provide an educational environment that is safe, secure, healthy, and conducive to learning for all students, teachers and staff.

Students are prohibited from activating, using, or displaying electronic communication devices such as cell phones, electronic pagers, or other electronic communication devices while on school premises during the school day (including after-school programs) or while participating in school-related activities off of school premises (for example field trips), other than for approved educational purposes. This commitment to a safe and orderly educational environment applies to all schools within the school district.

Electronic communication devices are defined as any devices that can be used to send and/or receive voice or text messages. Such devices include, but are not limited to, cell phones, devices with internet access, and pagers.

Any electronic communication device that is activated, used, or displayed during school hours will be confiscated, inventoried, and stored in a secure location until the school administration holds a conference with the parent or adult student. Any electronic communication device that is activated, used, or displayed in a manner that endangers the physical safety or emotional wellbeing of others will be confiscated and held for disciplinary proceedings or turned over to law enforcement. Students in violation of this rule shall be disciplined in accordance with Administration Policy.

This policy will be shared with students, staff, and parents annually.