

REGULATION GUIDE

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Use of Electronic Communication Devices

Dec 24

[See **POLICY ALERT No. 234**] - **NEW REGULATION - UNDER REVIEW**
BY ADMINISTRATION

R 5516 USE OF ELECTRONIC COMMUNICATION DEVICES

The following provisions govern student use of electronic communication devices on school grounds.

A. Use of Electronic Communication Devices

Optional – Choose one of the following options below

- ___ 1. [Students are prohibited from using an electronic communication device anywhere on school grounds during the school day to include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.]
- ___ 1. [Students are permitted to use an electronic communication device during the school day
- ___ ~~X~~ ___ at lunch time;
- ___ ~~X~~ ___ at recess;
- ___ ~~X~~ ___ at times approved by the teacher for instructional purposes;
- ___ ~~X~~ ___ on a school bus at times designated by the Principal or designee;
- ___ ~~X~~ ___ during passing time between classes; and
- ___ _____.]
2. Under no circumstances is a student permitted to use an electronic communication device to communicate or take videos or photographs in a restroom, locker room, shower area, or any other area where any person is removing or changing ~~clothes~~ ~~cloths~~



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and/or in any other area or location where a person has a reasonable expectation of privacy. Student use of an electronic communication device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.

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3. Students are encouraged not to bring electronic communication devices to school. If a student chooses to bring an electronic communication device(s) to school, the device(s) shall be turned off by the student and passcode protected to prevent any unauthorized use of the device. The electronic communication device shall remain in the student's backpack/book bag or locker during the school day when its use is not authorized in accordance with Policy 5516 and this Regulation.

[Optional]

 X A classroom or other instructional space may have a designated location where students are required to turn off, ensure the electronic communication device is passcode protected, and store the electronic communication device until the student leaves the classroom or other instructional space.]

4. If a student brings an electronic communication device to school, the student assumes the risk of damage, theft, or loss of the electronic communication device. The school district is not responsible for lost, stolen, or damaged devices.
5. If a student needs to be in contact with their parent(s) during a time the student is not permitted to use an electronic device, the student shall request permission from a teaching staff member to go to the main office to use the school phone. If a parent(s) needs to be in contact with their student for an emergency, the parent(s) shall contact the main office.

B. Discipline

1. First Offense in a School Year



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- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.

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- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it ~~into~~^{in to} a school staff member.
- c. The student will be able to pick up the electronic communication device in the Principal or designee's office at the end of the academic school day.
- d. The student will have the electronic communication device returned upon signing an acknowledgment of their first offense violation of Policy 5516 and this Regulation.
- e. The following discipline will be imposed on a student for a first offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student

As per Student Code of
Conduct _____

(2) Middle and High School Student

As per Student Code of
Conduct _____



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2. Second Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it ~~into~~^{in to} a school staff member.

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- c. The electronic communication device must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a second offense in a school year for their child.
- f. The following discipline will be imposed on a student for a second offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student

As per Student Code of
Conduct _____



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(2) Middle and High School Student

As per Student Code of
Conduct

3. Third Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned ~~into~~ to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.

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- c. The electronic communication device must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may ~~pick up~~ ~~pickup~~ the electronic communication device before the end of the next or any subsequent school day.
- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a third offense in a school year for their child.



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- f. The following discipline will be imposed on a student for a third offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student

As per Student Code of
Conduct _____

(2) Middle and High School Student

As per the Student Code of
Conduct _____

4. Fourth Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned ~~into~~ to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it ~~into~~ to a school staff member.

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- c. The electronic communication device must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent



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may ~~pick up~~^{pickup} the electronic communication device before the end of the next or any subsequent school day.

- e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a fourth offense in a school year for their child.
- f. The following discipline will be imposed on a student for a fourth offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student

As per Student Code of
Conduct _____

(2) Middle and High School Student

As per Student Code of
Conduct _____

[Optional]

- 5. A student who violates the provisions of Policy 5516 and this Regulation more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an electronic communication device on school grounds during the school day or while participating in school district programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during ~~extra-curricular~~^{extra-curricular} activities, and during intra-murals and interscholastic games and practices.

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- a. The following discipline will be imposed on a student for bringing their electronic communication device to school after being prohibited to have their electronic communication device on school grounds:

(1) Elementary School Student
As per Student Code of
Conduct _____

(2) Middle and High School Student
As per Student Code of
Conduct _____
_____]

Adopted: _____, 2025

