



CELL PHONE AND ELECTRONIC DEVICE POLICY

Legal Authority/Requirement

R-277-495 Policy for Electronic Devices in Public Schools

I. Definitions

A. Electronic Devices

- any device that has internet capability
- beepers
- pagers
- cell phones with and without picture-taking capacity
- Blackberries
- I-Phones, smart phones
- hands-free devices, including wireless ear buds (Bluetooth)
- video games and TV monitors for video games

B. School or School Events

- Hours of the school day, 9:01 am – 3:40 pm Tuesday through Friday
- Hours of the school day, 9:01 am – 3:15 pm Monday
- Including school-provided transportation to and from curricular activities and extracurricular activities, including athletic events
- Field Trips
- Extended school-sponsored trips or activities

C. Pass Time

- The period designated by AMES and/or by Cottonwood High School (CHS) to allow students to move between classrooms.

D. Lunch Time

- Lunch Hours – 10:33 am – 11:08 am on Tuesday – Friday
- Lunch Hours – 11:01 am – 11:36 am on Mondays

E. Parent/Legal Guardian

- Person(s) who has legal responsibility for the child's education

F. Individual Suspicion

- Information that an individual has violated policy reported by administration, staff, teacher, tutors or parents
- Examination of computer wireless access
- Required by reasonable suspicion which may include personal belongs

G. Reasonable Suspicion

- Suspicion need not be based on a single factor, but on totality of the circumstances.
- Aggregate effect of all information available at time of search
- Does not require absolute certainty, but only 'sufficient probability,' the sort of common-sense conclusion about behavior upon which practical people are entitled to rely.
- Examination of AMES electronic database

H. Medical Reasons

- Student's illness, with or without a health care professional's documents
- Student's recurring illness or medical problem(s)

I. Instructional Time

- Hours during the school day designated by the school

II. Use of Electronic Devices

Electronic devices allowed during the school day, during school-sponsored activities or transportation as follows:

- A. Student may have electronic devices in their possession during the regular school day.
- B. The devices must remain out of sight **during instruction time** AND be turned off.
- C. If students intentionally use or respond to electronic devices during instructional time or during time identified by teachers, electronic devices may be confiscated.

- D. AMES staff or teachers who confiscate cell phones should turn them in to the AMES Administration.
- E. All devices confiscated can be retrieved by the individual (first time offense) or parent(s)/guardians. Students may also be subject to school discipline.
- F. If a student violates the Cell Phone policy, the teacher, administrator or staff of AMES will give a warning followed by sanctions for violations. Exceptions can be made for individual students or for a specific time. Time periods shall be interpreted with flexibility by each individual AMES employee.

It will be the students' responsibility to know:

- The AMES Cell Phone Policy
 - Cell Phone Warning Schedule
 - Each of their teacher's policy
- G. Each teacher will post what is acceptable for Cell Phone usage (such as when to use for homework, quizzes, tests and standardized assessments).
 - H. Electronic devices inappropriately used or disclosed may be subject to search by administrators and/or IT staff based on reasonable suspicion.

III. Exceptions

The Cell Policy should be consistently followed, but it also allows the judgement and discretion of individual teachers.

A. Medical Reasons

School administrators may give permission (permission will be communicated to student's teachers) for a student to possess and display electronic devices for good cause shown. The device must not distract from the instructional time or education process.

B. Parent Request

Parent(s) may request that a student possess and display an electronic device on "active" mode at all times during the school day, with the exception of during class tests and standardized assessments. Administrators and Teachers may grant such requests for good cause (this may include medical needs or unusual family situations).

C. Teacher Permission

A teacher may permit a student to have an electronic device in his/her possession and displayed at all times during a regular school day, including

during assessments, based on a written 504 Plan, and IEP or legitimate circumstances as determined by the individual teacher.

D. Emergency

Students may use electronic devices in situations that threaten the health, safety or well-being of students (including themselves), school employees or others.

E. Parents can make requests for exceptions to this policy by contacting the AMES administration.

IV. Consequences for Violation of Policy

A. Students will receive one warning prior to discipline for violation of this policy as determined by a teacher and/or administrator or staff of AMES.

B. When an electronic device is confiscated, the student, a parent/guardian, or other designated person may pick-up the device from the AMES administration. Who will be allowed to pick up confiscated device will be determined by the severity of the situation.

C. AMES may impose one or more of the following consequences for a violation of the Cell Phone Policy. No consequences will be enforced until notice of this policy has been made available to the school community (students, parents/guardians, etc.)

Such penalties are not exhaustive and more than one penalty may be imposed, if warranted.

- Loss of electronic device privileges
- Disciplinary letter
- In-school suspension
- Suspension
- Loss of extracurricular privileges or recognition
- If student are defiant and will not cooperate with school administrators and/or will not surrender electronic device(s), AMES administrators may take appropriate action for the safety and well-being of the student and other students or employees at AMES. AMES administration or designee shall notify a parent/guardian immediately of additional penalties.

V. Notice to Students and Parents/Guardians of Policy

- A. Parents/Guardians and students shall receive annual notice of AMES Cell Phone Policy. This notice will be done by: posting the policy on the school's website, publishing the policy in a school handbook or directory, sending the policy to the student's home or any other reasonable means.
- B. Parents/Guardians and students shall receive annual notice of the policy
 - Parents/guardians and students shall receive notice of changes in AMES policy in a timely manner and through reasonable means.
 - A copy of the most current policy shall always be available in the main office of AMES and shall be posted online on the school website
- C. Teachers may require that parents return a copy of the policy with signature indicating that parents have had access to the policy
- D. Information to parents shall provide clear information of how best to contact students during school hours or activities, in lieu of immediate contact by electronic device.

VI. Confiscated Electronic Devices

- A. The following employees will be allowed to confiscate an electronic device:
 - Principal/CEO
 - Dean of Students
 - All AMES teachers
 - Counselors
 - Academic Aide
- B. The AMES employee confiscating the electronic device will refrain from searching, reviewing materials, and numbers on the device. Any further search, will be conducted by AMES Administration following guidelines previously outlined in this policy
- C. AMES will take due diligence to guard and protect confiscated electronic devices, but are not responsible for loss, damage, or theft.
- D. AMES will make a good faith effort to notify parent/guardian or designated individuals that electronic device is in school's possession and, with the time and resources permitting, will maintain electronic devices until the end of the school year.

VII. Creative and Innovative Uses for All Electronic Devices

AMES administration, teachers and other school employees are encouraged to use electronic devices creatively to communicate effectively with students and parents/guardians and to enhance instruction and communication.

VIII. Other Provisions

- A. Picture taking or recording by students is strictly forbidden in school (AMES or Cottonwood High School) or school activity private areas including those located as part of Cottonwood High School, such as locker rooms, counseling sessions, washrooms, and dressing areas.
- B. Students who bring electronic devices on AMES or Cottonwood High School property or to school activities do so at their own risk. AMES is not responsible for lost, stolen or damaged electronic equipment.
- C. Students are strictly responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
- D. Students and parents should be informed and understand that confiscated electronic devices may be subject to search by school officials.
- E. A student's penalties for violations(s) of an electronic device policy provision may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received and specific circumstances of the violation.

AMES CELL PHONE AND ELECTRONIC DEVICE POLICY

WARNING/VIOLATION FORM

Name of Student: _____

Grade: _____ Submitted by: _____

Date of Violation: _____ Where did violation Occur _____

Description of the violation to the cell phone policy:

What action was taken at time of policy violation?

Action taken by AMES Administration:

cc: AMES Counseling
AMES Registrar