

Policy 5695 Students and Personal Electronic Devices

The Board of Education recognizes that students may have personal internet-enabled devices that can perform different functions, such as smartphones, tablets, smartwatches, headphones, and other devices capable of connecting to the internet. The District prohibits students from using such personal internet-enabled devices during the instructional day, both in the building and on school grounds.

Device Access and Storage

As required by Education Law 2803, the policy prohibits student use of personal internet-enabled devices during the school day on school grounds unless under an exception.

At all levels, the student device must be powered off and put away.

At the elementary level, student devices must be stored in a location designated by the building principal.

At the middle school level, student devices must be stored in a storage location/device as directed by an administrator upon the first bell of the day.

At the high school level, student devices must be stored in a storage location/device as directed by an administrator upon the first bell of the day.

Exceptions for Specific Purposes

Use of personal internet-enabled devices must be permitted where included in a student's Individualized Education Program, Section 504 plan, or where required by law. Additionally, the district permits the use of personal internet-enabled devices in the event of an emergency, and under the following circumstances:

1. Where necessary to manage a student's healthcare (e.g., diabetes, asthma, medication, etc.);
2. For translation services; and/or
3. For students who are routinely responsible for the care and well-being of a family member (on a case-by-case basis, upon review and determination by school administration or other staff)

Parents may request an exception for their children to use personal internet-enabled devices during the school day as listed above. Requests must be made to the Building Principal, and for healthcare exceptions, must include documentation from an appropriate healthcare professional.

Students may also be permitted to use their personal internet-enabled devices during the school day on school grounds for specific educational purposes if, with administrative approval, the teacher has authorized the use of specific devices for a particular activity, after which the device must be stowed per this policy.

Under any of these exceptions, devices may only be used for the purposes outlined in the exception, and the device must be silenced and put away when not in use, to the extent compatible with the reason for the exception.

Communication with Parents/Caregivers

During the school day, to minimize distractions, parents (which, for purposes of this policy, includes caregivers) may contact their children via the following methods:

- Calling the applicable school office, or
- Emailing specific school staff

The district will notify parents in writing of the communication protocol at the beginning of each school year and upon enrollment.

Enforcement, Consequences, and Reporting

Enforcement of this policy is chiefly the responsibility of the building administrative staff; however, all designated employees are expected to assist in enforcement. Students will be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.

For students out of compliance with this policy, the device will be confiscated by school staff and held in the office for a period of time. The first time, the device will be stored in the office for the remainder of the day. The second time, the device will be stored in the office for five school days, with the student taking responsibility to check their phone in and pick it up daily. The third time, the device will be stored in the office for ten days. The fourth time, the device will be stored in the office for twenty days or longer. The fifth time, the device will be stored in the office for a period of time designated by the building principal, up to the remainder of the school year.

The district will exercise reasonable care to maintain the security of devices that are held by the district, but cannot guarantee the devices will be secure. For students with exceptions under this policy, the district will examine alternative ways to achieve the purpose of the exception, including different storage or access provisions.

Administrators will also discuss the aims of this policy with students and their parents, the benefits of a distraction-free environment, the reasons the student had difficulty following this policy, and how the district can help the student contribute to a distraction-free environment.

The district may not impose suspension from school if the sole grounds for the suspension is that the student accessed a personal internet-enabled device as prohibited by this policy. However, the district may utilize consequences under the district's Code of Conduct, including detention, in-school suspension, and exclusion from extracurricular activities.

Some uses of personal internet-enabled devices may constitute a violation of the school district Code of Conduct or other district policies, and in some instances, the law. The district will cooperate with law enforcement officials as appropriate.

Beginning September 1, 2026 and annually thereafter, the district will publish an annual report on its website detailing the enforcement of this policy over the past year, including non-identifiable demographic information of students who have faced disciplinary action for non-compliance with this policy, and an analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a plan to mitigate such disparate enforcement.

Electronic Devices and Testing

To ensure the integrity of testing, in accordance with state guidelines, students may not bring internet-enabled devices into classrooms or other exam locations during state assessments. Teachers may grant permission for electronic device usage during tests other than state assessments.

Test proctors, monitors, and school officials have the right to collect personal internet-enabled devices prior to the start of the test and to hold them for the duration of the test-taking time. Admission to the test will be prohibited to any student who has a personal internet-enabled device in their possession and does not relinquish it. Students with Individualized Education Plans or Section 504 Plans, or documentation from medical practitioners specially requiring the use of personal internet-enabled devices, may do so as specified.

Policy Distribution and Translation

As required by law, the District will post this policy in a clearly visible and accessible location on its website.

Cross-ref 5300 Code of Conduct
4526 Computer Use in Instruction
4526.1 Internet Safety

Adopted: August 26, 2024; Revised: July 21, 2025