

# Model Policy Implementing House File 782: Personal Electronic Devices in Schools

Policy # \_\_\_\_: Use of Personal Electronic Devices by Students

*[Italicized and underlined text and fields to be completed by the School; Options in **Bold**]*

It is the policy of the \_\_\_\_\_ *Community School District* that students may not use **[or possess] [or use and possess]** personal electronic devices during classroom instructional time **[, as well as at school events or school sponsored activities] [or at any time during the school day]**.

## *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 \_\_\_\_\_.

“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**.

**Additional options: [lunch] [recess] [passing periods] [school-provided transportation to and from school] [any other situation the district desires to add]**

## *General Rules*

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

### ***LIST TECHNOLOGIES AND DEVICES***

**[Use this paragraph if a district elects to allow students to use personal electronic devices for instructional purposes]** A student’s personal electronic device may be used for instructional purposes under the following conditions: a member of the school’s instructional staff permits use of personal electronic devices for a specific instructional purpose or activity or a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes **[additional permitted uses may be added]**.

**Additional options: [an educator obtains prior approval from the school principal to permit the use of a personal device for a specific learning activity, experience, or outcome, documented in a lesson plan or course outline] [any other situation the district desires to add]**

A parent or guardian, after verification by school officials, may communicate with a student through the school office *[additional detail]*. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office or *[additional contact route]*. 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 *[method or methods]*.

**[Use this paragraph if a school elects to not allow students to access personal electronic devices for instructional purposes]** A student’s personal electronic device, not otherwise allowed to be used under this policy, must be securely stored at all times in [insert method or methods: in a student’s locker, in a school-provided device, etc.].

**[Additional Restrictions Imposed By School, Not Otherwise Prohibited By Law]**

*Violations of Policy*

For the first offense in a [select one: [school year] [semester] [grading period]] of using a personal electronic device in violation of this policy, the student will surrender the device to school officials, to be returned to the student at the end of the school day. For the second violation of this policy, the student will surrender the device to school officials, to be returned to the student’s verified parent or guardian after the end of the school day during normal business hours. Confiscated devices will be logged and secured. For third or subsequent offenses, the school will apply the following consequences, as well as considering further restrictions on the student’s use of personal electronic devices [additional potential consequences selected by the school].

Note: This paragraph sets out a pattern of progressive discipline. Districts may select their own reasonable disciplinary consequences.

If the student uses a personal electronic device during the administration of any assessment, the student will [insert consequences, such as “be required to retake the assessment,” “receive the lowest possible mark in the school’s grading system,” “be required to retake the assessment, but with no adjustment in mark,” etc.], 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 [school’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.

First Reading  
Second Reading  
Effective Date

Authority:  
Iowa Code section 279.87

Related Policies: