

Personal Electronic Device Procedure (effective 1.9.18)

Our goal is for students to be responsible digital citizens with their personal electronic devices (PED). This means understanding and working within the parameters of the school expectations in regards to use and allowance of electronic devices while on school property or at a school sponsored activity.

We ask all students to adhere to the following school expectations.

- All teachers and staff have the authority to collect electronic devices from any student immediately upon request.
- PED use is only allowed during the time that the student is with the staff member(s) granting permission.
- PED use is intended for academic purposes only and may include organizational support, i.e. using the calendar application, taking pictures of homework, etc.
- Electronic devices may be used during morning entry to first period, in the cafeteria per the lunch supervision staff's discretion, and while exiting the building after last period.
- Students not feeling well should report to the nurse's office and call parents if needed from there – not from a personal electronic device.
- Parents/guardians needing to communicate with a student should contact the office.

Personal Electronic Devices are NOT permitted:

- if used as a disruption/distraction to the school/learning environment (social media, bullying, sexting, gaming, etc.).
- during testing.
- during socials, field trips, club meetings, and school sponsored activities (on or off campus) unless granted permission by a staff member.
- for personal/recreational purposes during instructional time (texting/phone calls, etc.) including sending/receiving texts/phone calls from parents/guardians/friends/relatives, etc.
- to access inappropriate content on any electronic device (personal or Adams 12 property)
- while in the hallways and stairwells during passing periods or at lockers.
- while in the locker rooms or restrooms.
- for taking pictures or videos, or using social media, etc. without explicit permission of teachers or staff.

Violating these expectations will result in the following consequences:

- 1st Infraction = loss of device for the day; student may pick up from the office at the end of the day
- 2nd Infraction = loss of device for the day; student may pick up from the office at the end of the day
- 3rd Infraction = loss of device for the day and parent/guardian must pick up
- 4th Infraction = loss of device for the day; a copy of the Violation Collection Form sent home for parent/guardian to sign; student must drop off and pick up device at the office every morning and afternoon for the next five attended instructional days
- 5th Infraction = loss of device until parent/guardian meeting and possible loss of privilege to have personal electronic devices on campus or at school sponsored activities
- 6th Infractions = loss of device for the day; suspension for up to three days; and loss of privilege to have personal electronic devices on campus or at school sponsored activities
- Additional offenses will result in a suspension for up to three days and loss of privilege due to the perpetual violation of the Personal Electronic Device Procedure

Century Middle School is not responsible for any lost, stolen or destroyed personal electronic devices on district property or at a school sponsored activity away from campus. Incidents will not be investigated by school administration, teachers, or staff.