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| **Franklin County Board of Education** | | | |
| Monitoring:  **Review: Annually, in April** | Descriptor Term:  **Use of Cellular Phones and Other Personal Communication Devices** | Descriptor Code:  **6.312** | Issued Date:  **01/13/20** |
| Rescinds:  **6.312** | Issued:  **11/11/19** |

Students’ use of cellular phones and other communication devices upon entering the school building before 8:00 am is at principal’s discretion. After 8:00 am and until 3:00 pm (or when school is officially dismissed), the use of these devices (excluding school issued chromebooks) is prohibited unless the school principal has approved a written request from a:

* Teacher for his/her students to use their own devices to enhance learning when the school issued chromebooks are not sufficient; or
* Student to self-monitor specific health issues/concerns (must include verification from the medical provider).

For the purpose of this policy, use of such a device means either receiving or sending a message by the emission of an audible signal or sound, vibration, or visual display. The device is deemed to be ‘in use’, even if the device is not answered.

Possession of a cellular phone or other communication device is not a violation of this policy (except for elementary school students who are not permitted to have a cell phone at school) if the phone or device is in a purse, pocket, book bag, locker, or automobile and is not in use during the regular school day.

School employees who discover a student using a phone or other personal communication device in violation of this policy shall confiscate the device and submit it to the principal or designee.

Violation of this policy will result in the student’s cell phone being confiscated as follows:

1st offense – held for the remainder of the day, to be returned to the student;

2nd offense – held for the remainder of the day, to be returned to the parent/guardian; and

3rd offense – the student is not allowed to have a cell phone for the remainder of the school year.

For subsequent violations or if a student fails to relinquish his/her cell phone to the teacher or principal, the student will be sent to the Alternative School for twenty (20) days; qualifying students, with an IEP, must continue to be served in accordance with the applicable state and federal laws.

Students who use the camera component of the cell phone in an unauthorized manner are subject to additional disciplinary measures, as well as reported to the appropriate law enforcement agency, if deemed appropriate.

This policy shall be included in the *Code of Conduct* which is on the system’s web-site.

The use of cell phones by school level staff members (including substitutes) shall be at the discretion of the school principal – but usage should be limited to very unusual or emergency situations. Usage by an employee should be discrete and brief, not in the presence of students, and not interfering or disrupting instruction time.