

## Cell Phone and Mobile Device Policy Samples

*ODE developed three model policy templates, from most restrictive to least restrictive. Editable versions of the templates are available for download on ODE's [website](#).*

### **SAMPLE INTRODUCTION and RATIONALE:**

[Insert district name] is implementing a new cell phone and mobile device policy to create the best possible learning environment for all of our students, starting [insert date]. This policy has been carefully considered and is based on research showing the negative impacts that constant cell phone and device use can have on academic performance, mental health, and overall student well-being.

The goal of this policy is to enhance [insert district name]'s focus on learning, aligning with our mission to foster engagement for learning and strengthen our school culture and community.

#### **I. MOST RESTRICTIVE EXAMPLE POLICY - Magnetic Locking Pouches:**

**Policy:** All schools in the [Insert district name] are to be phone-free from the start of school through the end of the school day. Cell phones and other mobile devices (including smartphones, flip phones, tablets, e-readers, smartwatches, smart glasses and any other personal web-capable device and the headphones and/or earbuds connected to those devices) brought onto school grounds are to be locked away in district-provided magnetic lockable pouches for the entirety of the school day from the time they walk into school to the time they leave.

#### **Expectations:**

- All students must store their cell phones and mobile devices in magnetic lockable pouches provided by the school upon arrival.
- Keeping the magnetic lockable pouches in good working condition is the responsibility of the student.
- Devices will remain in these pouches throughout the school day, including during lunch and all passing periods. Students may not access cell phones or other devices in bathrooms or locker rooms at any time.
- It is the student's responsibility to ensure all devices are silenced and not visible during class time.

- Students are encouraged to communicate with parents, caregivers and / or guardians through the school office if necessary.

**Steps for Missed Expectations:** If a student does not meet the expectations regarding cell phones and other mobile devices during the school day, a teacher or administrator will apply the following actions:

- **First Offense:** Verbal warning and reminder of the policy by school staff, student required to place device into lockable pouch.
- **Second Offense:** Device confiscated and parent / caregiver notification and sent to the front office. Device and pouch returned by front office staff at the end of the school day. Potential meeting with school administration scheduled.
- **Third Offense:** Cell phone confiscated and parent / caregiver notification. Meeting with school administration and parent / caregiver scheduled.
- **Beyond Third Offense:** (REPLACE - School to determine additional consequences as needed.)

**Forgot Your Pouch:** If a student forgets their magnetic locking pouch, they will either receive a temporary replacement or have their device stored in the office for the day. Repeatedly forgetting the pouch will be treated as a lost item. Please see the Lost Pouch policy below.

**Lost, Stolen, or Damaged Pouch:** In the case of a lost or damaged magnetic locking pouch, a fee may be applied for a replacement. If the pouch is stolen, students should report the incident to the front office staff and / or school administration immediately.

**Exceptions:** Students with documented health conditions, as defined in their Individualized Education Program (IEP) or 504 plan, may be permitted to use a cell phone or other mobile device during the school day if required to monitor or manage their health. This use must be approved in advance by school administration and incorporated into the student's health plan. Students with approved exceptions are expected to follow all other device storage and usage guidelines when not actively managing their health concerns.

**Definitions:**

- **Cell Phone and Mobile Devices:** A personal electronic device capable of making and receiving calls and text messages, and accessing the internet independently from the school's network infrastructure, also commonly referred to as a "cell phone." For the purposes of this policy this also includes smartphones, flip phones, tablets, e-readers, smartwatches, smart glasses and any other personal web-capable device and the headphones and/or earbuds connected to those devices.

- **Magnetic lockable pouches:** District-provided soft lockable cases, or “pouches,” designed to secure a student’s cell phone during the school day. These pouches use a magnetic locking mechanism that can only be opened by a special unlocking base, located at all main school entrances.
- **School day:** For the purposes of this policy, “school day” refers to the time from the first morning bell at [insert time] until the afternoon dismissal bell at [insert time]. This policy may also extend to school buses, field trips, and athletic events, as determined by the school district.

## II. RESTRICTIVE EXAMPLE POLICY - Classroom Cell Phone Caddies:

**Policy:** All schools in the [insert district name] are to be phone-free from the start of school through the end of the school day, with some exceptions. Cell phones and other mobile devices (including smartphones, flip phones, tablets, e-readers, smartwatches, smart glasses and any other personal web-capable device and the headphones and/or earbuds connected to those devices) brought onto school grounds are to be stored away during all instructional time in school-provided classroom cell phone caddies for the entirety of the time in class. Cell phones and other mobile devices may be allowed at lunch time for all middle school and high school students.

### **Expectations:**

- During class time, all students are required to store their cell phones and mobile devices in the classroom's district-provided cell phone caddies.
- Cell phones and other mobile devices are to remain silent throughout the entire school day.
- Cell phones and other mobile devices are not to be accessed in class or during passing periods.
- Students may not access cell phones or other devices in bathrooms or locker rooms.
- It is the student's responsibility to ensure all devices are silenced and not visible during class time.
- Students are encouraged to communicate with parents, caregivers and / or guardians through the school office if necessary.

**Steps for Missed Expectations:** If a student does not meet the expectations regarding cell phones and other mobile devices during the school day, a teacher or administrator will apply the following actions, which increase in severity:

- **First Offense:** Verbal warning and reminder of the policy by school staff, student required to place device into classroom caddie.
- **Second Offense:** Device confiscated and parent / caregiver notification and sent to the front office. Device returned by front office staff at the end of the school day. Potential meeting with school administration scheduled.
- **Third Offense:** Device confiscated and parent / caregiver notification. Meeting with school administration and parent / caregiver scheduled.
- **Beyond Third Offense:** (*REPLACE* - School to determine additional consequences as needed.)

**Exceptions:** Students with documented health conditions, as defined in their Individualized Education Program (IEP) or 504 plan, may be permitted to use a cell phone or other mobile device during the school day if required to monitor or manage their health. This use must be approved in advance by school administration and incorporated into the student's health plan. Students with approved exceptions are expected to follow all other device storage and usage guidelines when not actively managing their health concerns.

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- **Cell phone caddies:** District-provided storage units used in classrooms to hold student cell phones and other mobile devices during instructional time. Students must place their devices in the caddies at the start of each class and retrieve them at the end. See an image of the cell phone caddie below:

[insert caddie picture here]

- **School day:** For the purposes of this policy, “school day” refers to the time from the first morning bell at [insert time] until the afternoon dismissal bell at [insert time]. This policy may also extend to school buses, field trips, and athletic events, as determined by the school district.

### III. LEAST RESTRICTIVE EXAMPLE POLICY - Away for the Day:

**Policy:** All schools in the [insert district name] are to be phone-free from the start of school through the end of the school day, with some exceptions. Cell phones and other mobile devices (including smartphones, flip phones, tablets, e-readers, smartwatches, smart glasses and any other personal web-capable device and the headphones and/or earbuds connected to those devices) brought onto school grounds are to be stored “Away for the Day” [or other name] which includes all instructional time. Cell phones and all other mobile devices are to be stored in the student’s locker or backpack. Cell phones and other mobile devices are allowed at lunch time and passing periods for all middle school and high school students.

#### **Expectations:**

- During class time, all students are required to store their cell phones and mobile devices in their own lockers and / or backpacks. Cell phones and other mobile devices are not to be stored in the students’ pockets, under their desk, or in any other easily accessible location.
- Cell phones and other mobile devices are to remain silent throughout the entire school day.
- Students may not access cell phones or other devices in bathrooms or locker rooms at any time.
- It is the student’s responsibility to ensure all devices are silenced and not visible during class time.
- Students are encouraged to communicate with parents, caregivers and / or guardians through the school office if necessary.

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- **First Offense:** Verbal warning and reminder of the policy by school staff, student required to place device into classroom caddie.
- **Second Offense:** Device confiscated and parent / caregiver notification and sent to the front office. Device returned by front office staff at the end of the school day. Potential meeting with school administration scheduled.
- **Third Offense:** Device confiscated and parent / caregiver notification. Meeting with school administration and parent / caregiver scheduled.
- **Beyond Third Offense:** (*REPLACE* - School to determine additional consequences as needed.)

**Exceptions:** Students with documented health conditions, as defined in their Individualized Education Program (IEP) or 504 plan, may be permitted to use a cell phone or other mobile device during the school day if required to monitor or manage their health. This use must be approved in advance by school administration and incorporated into the student's health plan. Students with approved exceptions are expected to follow all other device storage and usage guidelines when not actively managing their health concerns.

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