

School Name: Grace James Academy of Excellence

Subject of the Policy: Cell Phone/Telecommunication Devices

Purpose:

To align with the JCPS Board Policy, foster a focused, respectful, and academically enriching learning environment, the use of cell phones and personal telecommunication devices is prohibited from 7:30 AM to 2:10 PM. This all-day phone-free policy will reduce distractions, increase student engagement, and support social and emotional well-being.

Definition:

Personal telecommunication devices are defined in KRS 158.165 and include, but are not limited to:

- Cellular telephones (smartphones or basic phones)
- Smartwatches, smart glasses, and fitness trackers with communication or internet access
- Earbuds, AirPods, and Bluetooth-connected headphones
- Non-PC Tablets (iPads, Kindle, etc), MP3 players, and handheld/VR gaming systems
- Telecommunication applications installed on Personal Laptops. Examples include, but are not limited to:
 - Messenger on MAC, Messages on Android, FaceTime, Social Media Platforms
 - Use of VPNs or Personal HotSpots to circumvent JCPS WiFi Restrictions

The restrictions outlined in this policy apply to all students' use of such devices during the school day.

Policy:

1. Prohibited Use:

- ***Students may not access or use personal telecommunication devices between 7:30 AM and 2:10 PM, including during lunch, passing time, restroom breaks, class time, or any other school events.***
- ***Devices must be powered off and not accessed from 7:30 to 2:10, and must not be on their person. Personal Telecommunication devices must be placed in a backpack, purse, or other storage***

Additional Supports to help students not access phones are:

Families can set screen time locks on phones

If needed, the admin can hold the phone in a safe place to provide extra support to students.

Exceptions:

- **Emergency Situations:** Students may use phones with permission to contact emergency services or family when an emergency has been called by administration (only).

- IEP/504 Accommodations: Students with documented accommodations requiring limited device use will be accommodated as specified in their plan.
 - The school will maintain and share a list of students in the building who have personal communication devices on their IEPs/504 Plans so that administrators and other staff will know that these students are allowed to use their personal communication devices for the sole purpose of the approved accommodation.
- Medical necessity: Students with a documented health need (e.g., diabetes monitoring) may be permitted to use a restricted device.

Offense Consequences

1st Offense

Students will be asked to place devices in a school-issued area. The parent/guardian will be contacted to pick up their device from the front office by 3:30 p.m.

Students will receive a reflection form.

2nd Offense

Students will be asked to place devices in a school-issued area. The parent/guardian will be contacted to pick up their device from the front office by 3:30 p.m. A parent conference is required with the grade-level administrator to establish a behavior plan to support future adherence to policy.

Students will receive after-school detention.

3rd Offense

Students will be asked to place devices in a school-issued area. The parent/guardian will be contacted to pick up their device from the front office by 3:30 p.m. Students must leave their phones at home or with the grade-level admin for the remainder of the semester.

Students will receive a reflection space for one day and are subject to additional days for each subsequent offense or loss of extracurricular privileges.

Refusal to Surrender the Device

Students who refuse to surrender the device at the request of any staff member will be immediately seen by an administrator will resulting in the following:

- Reflection Space

- A parent conference is required to establish a behavior plan that supports future adherence to the policy.

(Verbal warnings will not be issued before enforcement.)

GEM, GEM Families, and Gemkeeper Responsibilities

- Students and parents are expected to comply with the JCPS Student Acceptable Use Policy and the school's guidelines.
- Students are responsible for ensuring their devices are turned off and stored properly before 7:30 a.m.
- Staff members are expected to enforce the policy and model appropriate technology use consistently.
- Parents/guardians are expected to communicate with their student(s) through email for non-emergent communication.

Communication:

- This policy will be shared with all students and families during orientation and published in the school handbook.
- Ongoing reminders will be communicated throughout the school year.