



# **NECEDAH MS/HS PERSONAL COMMUNICATION DEVICE GUIDELINES**

*School Board Policy Reference #5136*

## **PURPOSE**

The guidelines outlined below are intended to reduce distractions, support student engagement in learning, promote positive mental health, and limit opportunities for cyberbullying during the school day.

## **POLICY STATEMENT**

In accordance with Wisconsin state law, ACT 42, the Necedah Area School District prohibits student use of personal wireless communication devices, including cell phones, earbuds, smart watches, tablets, or similar devices, during instructional time.

## **DEFINITION OF INSTRUCTIONAL TIME**

Instructional time includes all scheduled class periods and any school-sponsored learning activity occurring during the school day, regardless of location.

## **HIGH SCHOOL (GRADES 9–12)**

Students are allowed to use their PCDs during non-instructional times, including before school, after school, during passing periods, throughout their lunch period, for seniors during Commons time, in the Commons only and on school buses or other Board-operated vehicles. While students may possess PCDs in school, on school property, during after-school activities (e.g., extra-curricular activities), and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during instructional time.

High school students are expected to place their personal communication devices (PCDs) in the designated location within each classroom at the start of each class period.

Use of PCDs during instructional time, including study halls, is not permitted unless explicitly directed by the classroom teacher for instructional purposes, a health-related condition, or an emergent circumstance.

All health-related exceptions must be approved by the building principal.

## **MIDDLE SCHOOL (GRADES 6–8)**

Student use of personal devices is prohibited during the entire school day, including lunch and recess. Students who bring devices to school must keep them stored in the 7th hour Classroom. Phones should be dropped off by 7:55am to their Connect teacher to be stored for the day. Use of PCDs is prohibited on school grounds during school hours, at after-school activities (e.g., extra-curricular activities), and on school buses or other Board-provided vehicles. The PCD must

be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

### **HIGH SCHOOL STUDENT EXPECTATIONS**

- Upon entering any instructional space, students must place their cell phones in the designated classroom location unless there is an extenuating, health-related or emergent circumstance. Health-related circumstances will be approved by the principal.
- Other personal devices (e.g., smartwatches, earbuds) may not be visible or in use during class unless explicitly permitted by the teacher for instructional purposes.
- Devices must remain in the designated location for the entire class period unless the teacher has granted permission for educational use.
- Students leaving the classroom for any reason (e.g., restroom, library, band/choir lessons, etc.) must leave their cell phone in the classroom's designated "home" location.
- Students violating these expectations will forfeit their device to the office and receive consequences in line with our Necedah MS/HS Handbook

### **MIDDLE SCHOOL STUDENT EXPECTATIONS**

- The use of personal communication devices (PCDs) by middle school students is prohibited during the school day, including during lunch and recess.
- Students who bring PCDs to school must store them with their Connect teacher during the school day. Devices should remain turned off and locked away to avoid distraction and maintain a focused learning environment.
- Students violating these expectations will forfeit their device to the office and a parent or guardian will be contacted by the student to arrange for pickup.

### **INSTRUCTIONAL STAFF RESPONSIBILITIES**

To ensure consistency and effectiveness, all staff members are expected to:

- Establish and clearly label a designated device storage location in their classrooms (e.g., phone caddy, numbered slots, lettered baskets).
- Assign each student a consistent designated number or letter that corresponds to the classroom device storage system for tracking and accountability purposes.
- Enforce this policy at the start of every class period.
- Redirect students who do not comply using clear, consistent language.
- Create a office behavior referral if policy violations occur.
- Follow up with appropriate consequences or behavior referrals for ongoing non-compliance.
- Model expectations by minimizing personal device use during instructional time.

### **SUPPORT & ACCOUNTABILITY**

- Instructional Staff should proactively teach device protocols within their classroom and address device violations. Repeated classroom device violations should be addressed through the school's established behavior plan.
- In addition to the above, building administration will monitor device violations and hold follow-up conversations with students after the second offense.
- Students who continue to disregard the policy will face progressive consequences in accordance with the school's behavior plan.