

FHMS Protocols for Cell Phones and other Personal Electronic Devices

General Information

What is the purpose of the policy on personal electronic and communication devices?

The policy aims to ensure an educational environment conducive to high-quality teaching and learning by minimizing distractions and disruptions caused by personal electronic and communication devices.

How was this policy developed?

This policy was developed by the Board over many months using a collaborative process that took into account perspectives from multiple stakeholder groups, including surveys and focus groups with parents, students, and teachers.

Who approved this policy?

The policy was approved by the Jordan District Board of Education on September 24, 2024 and takes effect October 29, 2024.

Policy

[JSD policy AA453](#), Use of Personal Electronic and Communication Devices

For Secondary schools, the policy stipulates that

“personal electronic devices {are} not permitted **during class time**. Exceptions may be granted with the approval of the school principal in consultation with their Administrator of Schools. Devices must be silenced and remain out of sight during class time.”

‘During class time’ is interpreted to be from the beginning bell of a class to the ending bell of the class. During that time, cell phones are not permitted whether inside or outside the classroom. Using the hall pass during class time does not give students an exemption. Students will need to wait until the passing period between classes to use their personal devices.

Consequences for Violations

Policy also includes consequences for electronic device policy violations. At the Secondary level, the consequences are outlined in policy as follow:

- 1st offense: Device is stored securely in the main office for pick-up at the end of the day by student.
- 2nd (+) offense(s): Device is placed in a secure container and stored in the main office for pick-up at the end of the day by parent/guardian

Please note that policy stipulates that pick-up is no sooner than the end of the school day when the violation occurred. After the first offense, pick-up of the device will need to be by the parent/guardian. If circumstances necessitate, the parent/guardian may authorize a trusted adult listed as an emergency contact in Skyward to pick up the device.

FHMS Protocols

General Approach

- Focus on minimizing distractions to enhance learning.
- Foster teamwork with students, parents, faculty and staff.
- Student Expectations
 - Follow the policy.
 - Keep phones and other devices that distract from learning properly stored.
 - If violations occur, comply with the protocols outlined in policy.
 - Treat faculty and staff with respect and kindness.
- Teacher Expectations
 - Follow the policy.
 - Don't allow students on personal devices during class time.
 - If violations occur, follow the district and school protocols.
 - Treat students with respect and kindness.
 - While the policy does not specifically apply to teachers and their personal electronic devices, staff and teachers are generally expected to model appropriate device use that supports the educational environment.
- Parent Expectations
 - Discuss the importance of the school's cell phone policy with your child and ensure they understand the need to keep devices stored during class time.
 - Encourage respectful and kind interactions between your child and school staff.
 - Let us know if you have questions or concerns.

Device Collection when violation occurs

- Teacher contacts hall monitor or admin for collection of devices.
- Teacher provides a 6" x 9" envelope to the student for device collection.
- Students place their device in the envelope with their name, class period, teacher, and date. Teacher verifies legibility and correctness of information. Teacher may elect to write the information on the envelope.
- Envelope sealed and transported by hall monitor or admin to the office for processing.

Avoiding Power Struggles

- Teachers should not engage in power struggles over device collection.
- Physical altercations are strictly prohibited; teachers should not forcibly take devices.
- Students must voluntarily comply; refusal will be addressed as a separate disciplinary issue.

Handling Refusals

- Teachers remain calm and offer students multiple opportunities for compliance.
- Utilize class management tools if refusal persists.
- Hall monitor or administrator assists as needed.

Office Processing

- Attendance office receives envelopes with devices after violation.
- Head attendance secretary checks the student's discipline record (to see what offense number it is) and logs the incident.
- Envelopes are stored securely in a lockable bin or drawer.
- Devices are retrieved no sooner than the end of the school day on the date of the infraction.
 - Pick-up by student on first offense
 - Pick-up by parent/guardian on second and subsequent infractions

Smartwatches and Other Devices

- Allowed if not used for communication.
- Subject to policy if causing a distraction.

Special Needs and Accommodations

- Exceptions for medical needs communicated to the principal. Policy requires authorization from the Area Superintendent for any exceptions.
- Medical documentation required for accommodations.
- Explore alternatives to personal devices for medical purposes.
 - Can the school-provided chromebook or iPad fill the need?