

## **ELECTRONIC DEVICES, MUSIC, TELEPHONES, CELL PHONES, SMART WATCHES, EARBUDS, IPODS, E-READERS, etc**

Students shall not use any electronic device that in any way disrupts or detracts from the educational environment. If any of the above devices are seen or heard during school hours, except under the direct supervision and permission of an adult, it can be confiscated by any staff member and brought to the office. It is strongly suggested that all electronic devices be kept turned off and in a locker. If a device is confiscated, it will be brought to the office and can be picked up by the student (on a first offense) at the end of the school day. Further violations may result in a required parent pick-up, loss of privilege to have that device in school, required device check-in with an administrator before starting the day, and other possible consequences as outlined in this handbook and policy.

**ALL student cell phones and non-school issued electronic devices, must be turned off and left in student lockers from first bell (usually 8:15 AM) to the final bell (usually 3:05 PM); this includes lunch and passing time. \*\*If a device or cell phone is seen and taken by an adult during the day, it will be turned into the office. For the first infraction, the student may pick up the phone from the office at the end of the school day. For a second infraction, a parent/guardian will be required to pick up the phone or device from school and additional consequences may be assigned including but not limited to: detention or alternative learning placement,. Any student who incurs four phone infractions will be required to either leave the phone at home or check his/her phone into the office at the beginning of every day; the student may pick up the phone at the end of the day. Students with a medical disability that requires cell phone access will need to have that privilege written into their health plan, IEP or 504 plan. All students regardless of accommodations are subject to the provisions of this policy if accessing/using their phone for non-medical activities. If written into a health plan, IEP or 504, students will be allowed access to their phones as required for the management of their disability. Accessing it for other reasons will result in consequences.**

Students (grades 7-12) will not be allowed to leave class in response to a communication device without administrative approval. Students are not to use their phones to call individuals during the school day without permission from a staff member. To request this permission, students should report to the office. A telephone located in the office is also available for student use. Students will NOT be called to the phone during the school day except for an emergency. Students needing to call home may, with permission (including pass to the office etc) use their phone in the high school office.

### **Violations of this policy will result in the following:**

1. For the **FIRST** offense (from any class), the teacher/adult staff member will confiscate the device and turn it into the office. **It will be returned at the end of the day**. Students refusing to give a teacher a device will result in an office referral and additional potential consequences, including detention, in-school suspension and/or out of school suspension. Teachers will document on a spreadsheet when a phone/device is taken. All discipline will be handled by the high school principal/  
dean of students..
2. For the **SECOND** offense (from any class) the teacher/adult staff member will bring the device to the office. Parents will be required to retrieve the device. Students will receive 1 hour of alternative lunch.
3. For the **THIRD** offense (from any class) the phone/device will be brought to the office. Parents

will be required to retrieve the device. Students will receive 1 hour of after school detention.

4. For the **FOURTH** offense, Students will receive ½ day additional consequence/restorative reflection time.

5. **FIFTH** or greater: Students along with parent/guardian, will be required to meet with the principal/dean of students and develop a plan to prevent further violations. The plan may include having the student turn their phone/device into the office at the beginning of the day and retrieving it at the end for a specified period of time. It may also include leaving the phone/device at home. Additional restorative/reflection time will also be assigned. Failure to comply with the plan developed, will result in additional consequences.

Refusal to turn a cell phone/device over to any adult upon request will be considered insubordination. The student could be suspended for insubordination along with being assigned the appropriate communication device offense. Loaned devices will result in an offense being assigned to both students involved.

The use of communication devices or other objects, which cause distractions to the educational environment, making, distributing or posting recordings, either audio or video, of any school activities, classroom, or school employee without prior approval of a building administrator; and the use of communication devices in locker rooms, bathrooms, as well as classrooms or other areas requiring a private, secure, or distraction free setting; are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school related functions including fire drills, ALICE drills etc.. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

**ANY DEVICE with photo-taking capabilities is NOT allowed in locker rooms or bathrooms before, during or after school hours. Confiscation and search of photo-capable devices is standard procedure if found in any of these areas, including the infractions for use of a phone during the school day. Students who take pictures or videos of students without their permission, or in the act of a behavior violation in any school setting, including the bus, will be subject to disciplinary actions.**

Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action. Medford High School is **not** responsible for, nor will it have an obligation to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus. Medford High School reserves the right to inspect a student's electronic device if there is reason to believe the student has violated Medford High School Board Policies, administrative procedures, school expectations or has engaged in other misconduct while using their electronic device. The student may not use a device to record, transmit, or post photos or video of a person or persons on school grounds or the bus without the express permission of a teacher/administrator **and** the filmed subject.

**Ear buds may NOT be worn in the hallways or in the cafeteria. All earbuds must be corded and can only be used with teacher permission.** Students with smartwatches will be allowed to wear their smartwatch provided they do not engage in activities other than checking the time on the watch. If messaging, photo taking, phone calls, or other activities are witnessed, the watch will be treated as a phone and subject to the same consequences as such.

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.