

Provo City School District Cell Phone Policy
Policy #: TBD

Introduction:

In our ongoing efforts to foster an ideal learning environment, we acknowledge the significance of cell phones in modern society. This cell phone policy is designed to establish guidelines for the appropriate use of cell phones within the Provo City School District as we seek to balance the educational benefits of technology with the need for maintaining a productive and focused learning environment. By adhering to this cell phone policy, students contribute to a positive and focused learning environment that prioritizes academic achievement and personal responsibility. Cooperation and respect for these guidelines are essential for the safety and well-being of all members of the school community.

Purpose:

The purpose of this policy is to accomplish the following:

- Ensure student safety and well-being
- Increase student proficiency and mastery of standards
- Create a productive learning environment by minimizing distractions and interruptions during instructional time
- Encourage responsible and respectful use of technology
- Support effective classroom management practices

General Guidelines for all educational levels:

- Cell phones are permitted on school grounds, but their use is restricted to specific times and dedicated locations.
- Students are solely responsible for the care and security of their cell phones. The school is not liable for any loss, theft, or damage to personal devices.
- Usage during class or school activities requires explicit approval from teachers or administrators, aligned with educational purposes. Administrative exceptions may be granted for students with individual education plans (IEPs), 504 accommodations, and individual health plans.
- Individual schools have the discretion to prohibit student use of cell phones including during class breaks, lunch periods, or other times during school hours. Schools also have the discretion to designate certain times and/or areas on the school campus for student use of cell phones during the school day.
- In the event of an emergency, students may use their cell phones to contact parents/guardians, emergency services, or school personnel. Students must immediately inform a teacher or school administrator if they need to use their cell phone for an emergency situation and follow their school's rules for such use.
- Each individual school shall develop a school cell phone policy using the following guidelines:
 - **Elementary School Requirements:**

- Cell phones, including smart watches, are not to be seen, heard or used in the school building during school hours. Cell phones must be stowed away and secured by the student, and smart watches must be set to silent.
 - If a student needs to communicate with a parent/guardian, they may use their cell phone in either the front office or counseling office with permission. Students are only to contact parents or guardians who may be assisting them with a crisis during the school day.
 - Students may use their cell phones before or after school, but once the school day begins, cell phones must be put away.
- **Middle School Requirements:**
 - Many parents send their middle school students to school with a cell phone for use before and after school. Once the school day begins, the cell phone must be placed in a backpack or bag out of sight and be turned off or placed in silent mode.
 - If a student needs to communicate with a parent/guardian, they may use their cell phone in either the front office or counseling office with permission. Students are only to contact parents or guardians who may be assisting them with a crisis during the school day.
- **High School Requirements:**
 - Cell phones must be turned off or set to silent mode during class sessions and must be put away out of sight.
 - Cell phones may be used before and after school, during class changes, and at lunch.
 - Cell phones may not be taken with students when using a hall pass, unless they are going to the office to contact their parent/caretaker.

Consequences for Violations:

Each school will develop a series of consequences for cell phone violations and communicate this clearly with students and parents.

- Violations of this cell phone policy will result in disciplinary action, which may include:
 - First offense: Verbal warning and reminder to the student to put the cell phone away at the beginning of class.
 - Second offense: Confiscation of the cell phone, which is returned to the student at the end of the day.
 - Student will either be given a device to lock up their cell phone and will have it unlocked by an administrator or an administrator will come to the classroom to retrieve the cell phone.
 - No cell phones will be confiscated by teachers.
 - Parent/caretaker notification when the cell phone is confiscated.
 - Phone will be returned to the student on the first incident that it is confiscated.
 - Third offense: Confiscation of the cell phone, which is returned when a parent retrieves it.

- Student will either be given a device to lock up their cell phone and will have it unlocked by an administrator or an administrator will come to the classroom to retrieve the cell phone.
- No cell phones will be confiscated by teachers.
- Parent/caretaker notification when the cell phone is confiscated.
- Parent/guardian comes to retrieve the cell phone
- Fourth offense: confiscation of the cell phone and meeting with parents to create a cell phone contract
- Repeat violations may result in escalated consequences, up to and including suspension or loss of privileges.
- Schools will clearly communicate progressive consequences regarding cell phone violations so that parents and students are aware of expectations.

Review and Revision:

- This cell phone policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions will be made in consultation with school administrators, faculty, students, and parents/guardians.