	Students Portable Electronic Devices	Administrative Regulation #	JICJ
		Implemented	April 2002
		Reviewed/Updated	August 10, 2005 February 27, 2008 May 14, 2014 June 12, 2019
Page #	1 of 3		
Regulation Owner	Assistant Superintendent of Instruction	Expiration/Review	Review: Every three years

Administrative Regulation

1. Purpose

To help keep the focus on academics and to reduce unnecessary distractions, the following regulations govern the possession and use of portable electronic devices, including cell phones, in Carroll County Public Schools.

2. Scope

The following regulations provide guidance on portable electronic device usage by students. The regulations also clarify expectations for access to instructional technology in daily lessons.

3. Responsibilities

CCPS assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to school at their own risk.


4. Procedure

A. Instruction

1. Teachers who incorporate instructional technology into their lessons shall ensure that students are provided access to the tools they need to complete assignments.
2. Whether or not a student has a personally owned device is a family decision. Teachers should not assume that students have access to personally owned devices.

B. Families

1. Whether or not a student has a personally owned device is a family decision. Students are not required or expected to bring their own device to school.
2. Students may bring their personally owned devices to schools, as long as they abide by these regulations. Student misuse of his or her device shall result in disciplinary action.

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Page #	2 of 3		
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3. Parents who need to make emergency contact with their child during the school day should contact the school's main office.

C. Students in Elementary Schools

1. Devices must be silenced and stored (out of sight) upon entry to the school until exit from the school. It is highly recommended that elementary students not bring their devices to school or on the school bus.
2. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved projects with the express permission of school staff.
3. The audible notification sounds and volume of portable electronic devices shall be silenced or directed through headphones at school and on school buses.
4. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

D. Students In Middle Schools

1. Devices must be silenced and stored (out of sight) while in classrooms, the media center, the gymnasium, restrooms, and locker rooms for the entire school day.
2. Students may use their devices before school, after school, and during lunch in a non-disruptive manner, unless otherwise directed by a school administrator.
3. The audible notification sounds and volume of portable electronic devices shall be silenced or directed through headphones at school and on school buses.
4. Classroom teachers have the authority to make exceptions to allow students to use their devices for instructional purposes within the confines of the classroom.
5. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved projects with the express permission of school staff.
6. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if

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Page #	3 of 3		
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reasonable belief exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

E. Students in High Schools

1. Devices must be silenced and stored (out of sight) while in classrooms, the media center, the gymnasium, restrooms, and locker rooms for the entire school day.
2. Students may use their devices before school, after school, in the hallways during class changes, and during lunch in a non-disruptive manner, unless otherwise directed by a school administrator.
3. The audible notification sounds and volume of portable electronic devices shall be silenced or directed through headphones at school and on school buses.
4. Classroom teachers have the authority to make exceptions to allow students to use their devices for instructional purposes within the confines of the classroom.
5. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved projects with the express permission of school staff.
6. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.