



All in for Every student, Every day.

Preble High School endeavors to provide our students with a safe, secure, and rich learning environment to achieve great academic success. We have outlined practices for responsible and respectful use of electronic communication devices. These guidelines are intended to enhance our learning environment by reducing distractions caused by inappropriate use of personal electronic communication devices.

Board of Education Rule 363.2, Procedures for Student Responsible and Acceptable Technology Use provides that students may bring a personal electronic communication device to school and use the device only to the extent consistent with rules or directives issued by “school staff to govern the time, place, and manner in which students may possess and use personal electronic communication devices.”

Policy and Rule 443.5, Student Use of Two-way Communication and Other Electronic Devices, permits building principals “to establish school rules and acceptable use guidelines for students limited and non-disruptive use of personal electronic communication devices for educational, safety, medical, vocational or other legitimate reasons.”

Below we have outlined the practices we will follow at Preble regarding personal electronic communication devices.

Personal Electronic Communication Devices Practices

1. Students are **PERMITTED** to use personal electronic communication devices during the following times:
 - a. Before the 7:25 AM bell rings. All devices should be stored in a secured location and silenced prior to the 7:30 AM bell.
 - b. During the lunch period in the cafeteria. All devices should be stored in a secured location and silenced at the end of lunch.
 - c. After the dismissal bell at 3:00 PM.
 - d. During passing times, specific to the hallways and commons area.
2. Students are **NOT PERMITTED** to use personal electronic communication devices during the following times: during any instructional period, in any location (e.g. library, hallways, gymnasium) unless given permission by the teacher.
3. Devices must be silenced and stored securely in a secure location, or they may be left at home. Students are responsible for their own personal communication devices. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic communication device that a student chooses to bring to school or to a school activity.

**We educate all students to be college, career and community ready;
inspired to succeed in our diverse world.**



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4. Personal electronic communication devices may “be used during instructional time at the discretion of and in the manner determined by the classroom teacher and/or building principal, consistent with established procedures.” When permitted to do so, the use must be consistent with Board of Education Rule 363.2 Procedures for Student Responsible and Acceptable Technology Use. School personnel may temporarily confiscate the device from the student during the class period. Staff shall make an effort to store a confiscated device in a reasonably secure location. The extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.
5. Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc) or communication capabilities in locker rooms, restrooms, or any other areas that could constitute an invasion of any person’s reasonable expectation of privacy.
6. Any student who possesses or uses a personal electronic communication device in violation of Board policy or these Directives shall be subject to appropriate consequences, including, but not limited to, disciplinary action, required surrender of the device and/or having his/he privileges to possess the device on school premises or at school-sponsored activities restricted by the building principal or designee. The District may also refer certain matters to law enforcement. A device may be confiscated in the school setting if the building principal or designee determines the device in any way harms others, interferes with a positive learning environment or is in violation of Board policy.
 - a. **First Offense:** Staff may require students to turn over the device being used during the instructional period. The student will pick up their device from the office at the end of the day. If the student refuses to turn over the device, the students will be sent to the office and the incident will be treated as a third offense.
 - b. **Second Offense:** Staff may require students to turn over the device being used during the instructional period. The student will pick up their device from the office at the end of the day. The incident will be documented in the student’s discipline record and parent will be notified. If the student refuses to turn over the device, he/she will be sent to the office and the incident will be treated as a third offense.
 - c. **Third and Subsequent Offenses:** The student’s parents will be called to pick up the device. The incident will be documented in the student’s discipline record. Student’s may be prohibited from bringing the device to school.