

Board Policy Manual

Santa Rosa City School District

Administrative Procedure 5131.8: Mobile Communication Devices

Original Adopted Date: _____ Last Reviewed Date: _____

The Board of Trustees values and recognizes that integrating technology appropriately within the educational program benefits student learning. We also recognize that the unchecked use of mobile communication devices, including but not limited to smartphones, smartwatches, Gizmos, two-way communication devices, and headphones/earbuds on campus, can be disruptive to student learning and social-emotional health.

In accordance with California Education Code 48901.7 and the California Phone-Free Schools Act, the district enacts the following policy to restrict the use of smartphones and other mobile communication devices on campus, with limited exceptions outlined below.

School sites will communicate the policy to their students and community upon implementation and at the beginning of each school year thereafter. Site administrators will gather data on implementation and compliance to review with district staff at the end of each school year to make any necessary adjustments. Any changes to this policy will be communicated to students and parents/guardians before implementation.

District Policies by Grade Span

Elementary and Middle School: *Away for the Day*

Students must have all mobile communication devices, including but not limited to smartphones, smartwatches, Gizmos, two-way communication devices, or headphones/earbuds, turned off/silent and kept out of sight during the school day, both in and out of the classroom.

High School: *Distraction-Free Learning Environments*

Students must have all mobile communication devices, including but not limited to smartphones, smartwatches, gizmos, headphones/earbuds, turned off/silent and kept out of sight during the school day, including break and lunch. Students may use mobile communication devices before and after school as long as the device is utilized in accordance with law, the district Acceptable Use Agreement, and any rules that individual school sites may impose.

When a student uses a mobile communication device in an unauthorized manner, progressive disciplinary action will be taken:

Progressive Discipline for Non-Compliance

Step 1: First Offense – Teacher/Staff Warning

- **Action:** The teacher/staff will issue a direct, verbal warning to the student.
- **Expectation:** The student must immediately silence their device and place it out of sight (e.g., in a backpack or locker) for the remainder of the school day.

Step 2: Second Offense – Classroom Confiscation

- **Action:** The teacher/staff will confiscate the device for the remainder of the class period.

- **Expectation:** The phone will be kept in a secure location in/on the teacher's desk and returned directly to the student at the end of the period.
- **Documentation:** A log of the infraction will be noted in Aeries under Tier 1 Interventions by the teacher.

Step 3: Third Offense – Office Collection (End-of-Day Return to Student)

- **Action:** The device will be confiscated and sent to the main office for the remainder of the school day.
- **Expectation:** The student may pick up their phone from the office after the final dismissal bell.
- **Documentation:** A log of the infraction will be noted in Aeries under Tier 1 Interventions by the administration.

Step 4: Fourth Offense – Office Collection (Return to Parent/Guardian)

- **Action:** The device will be confiscated and turned over to site administration for the remainder of the day.
- **Expectation:** The phone **will not** be returned to the student. A parent or guardian must physically come to the main office to retrieve the device.
- **Documentation:** A log of the infraction will be noted in Aeries under Tier 2 Interventions by administration. Other key staff can be included in this meeting (case manager, counselor, or trusted adult ally)

Step 5: Fifth & Ongoing Offenses – Administrative Meeting & Behavior Contract

- **Action:** The device will be held securely in the main office, and a formal meeting will be required.
- **Expectation:** The phone will only be released to a parent or guardian during a mandatory, face-to-face meeting with site administration. This meeting will address ongoing behavioral concerns. A formal behavior contract (which may include a daily check-in/check-out system for the device) may be implemented.
- **Documentation:** A log of the infraction will be noted in Aeries under Tier 2 Interventions by administration. Other key staff can be included in this meeting (case manager, counselor, or trusted adult ally)

Exceptions

Under specific circumstances, a family may work with the school to establish an exception under board policy 5131.8. After meeting with school staff to arrange for an approved exception, students may use a mobile communication device to permit:

- Documented medical support or as part of an approved Individualized Education Plan (IEP) or Section 504 Plan. This request must be initiated through the child's IEP or 504 team.
- Translation services to support Newcomer English Learners as approved by site administration. This request must be initiated through your child's site administration.
- Transportation communications for Foster Youth in placement. This request must be initiated through the district Liaison for Foster Youth.
- Use under the direct permission/supervision of staff or administration. This permission must be directed by administration or staff and supervised at the time of use.
- Use during school emergencies as directed by the supervising staff.