



Student Use of Personal Electronic Devices in Schools

I. Education and Notification

Understanding our students' increased access to personal electronic devices and its impact on education, the District believes in the importance of teaching [about digital citizenship](#) and the appropriate use of personal electronic devices. Personal Electronic Devices must be “off and away” throughout the school day so that the device cannot disrupt students or the learning environment unless otherwise permitted under District Personal Electronic Device policy or this Administrative Directive.

Each PPS school shall include the District Personal Electronic Device Policy and Administrative Directive in the Climate Plan. The policy should be well communicated to staff, students, and caregivers. It's recommended that you have signage communicating the expectations to your students.

II. School Response to Violations of the Policy

School officials may conduct searches of students and their property if the official has a reasonable suspicion that there has been a violation of a law, District policy, or school rule and that the search will produce evidence of that violation. Students should be brought into a private room or office and must be conducted by two adults. Please review the Search and Seizure [Administrative Directive](#) for additional guidance.

All searches conducted by staff must be logged into the [Prohibited Item Google Form](#). This also includes searches that don't produce prohibited items.

When students are found to have violated the Personal Electronic Device Policy, a process of progressive discipline should be implemented, beginning at the lowest possible level reasonably calculated to change the student's behavior and minimize the loss of instructional time. Serious violations may require a more elevated response. Staff should follow the Behavior Matrix, which is included in the [Student Rights and Responsibilities Handbook](#), for guidance on personal electronic device use.

III. Assigned Lunch Periods

Recognizing that District high schools allow students to go off campus for lunch, students in grades 9-12 may have access to their personal electronic devices during designated lunch periods unless the school administrator chooses to enforce a stricter policy.

IV. Exceptions

There may be situations requiring school administrators to make exceptions to the requirement prohibiting students from using their personal electronic devices during the school day. Examples of exceptions include, but are not limited to the following:

- A. Students whose Individual Education Plan (IEP) or 504 plan requires the use of their personal electronic device to access their educational programming. Determination of use exceptions should occur on an individual basis during an IEP or 504 team meeting with a building administrator present.

- B. Schools that are unable to provide readily accessible language access to multilingual students and families. In these instances, school administrators must allow students the use of personal electronic devices to communicate with the school or access educational programming.
- C. Personal electronic devices used to engage in specific academic activities or to access electronic curriculum. Permission to use devices in class must come from the school administrator prior to implementation of this exception.
- D. Alternative educational programs that create a program-specific cell phone policy to serve the unique needs of its students.
- E. Other exceptions defined by the Superintendent.

V. Appeals

- A. Disciplinary appeals.** Students may appeal a disciplinary consequence for a violation of the District's Personal Electronic Devices in Schools Policy following the process found in the Student Rights and Responsibilities Handbook.
- B. Appeals of waivers for translation needs.** Multilingual learners who are denied access to their personal electronic devices by the school administrator may appeal this decision to the Director of Multilingual Learners (add phone/email?).
 - 1. To start the process of requesting a waiver, parent/caregivers make a request to the principal to discuss the need for a waiver.
 - 2. The principal will provide the family with a written response within three school days of receiving the parent/caregiver's request.
 - 3. The family may submit a written appeal of the decision to the Director of Multilingual Learners within five (5) school days of the principal's decision.
 - 4. The Director of Multilingual Learners will review the record and provide a written response within three (3) school days after meeting with the parent/caregiver. The Director's decision is final.
- C. Appeals of disability accommodation denials.** Students who have requested to continue to use their personal electronic devices as an accommodation for their individual disability-related need and who have been denied this accommodation should use the established state dispute resolution processes. These processes are outlined in the [ODE Notice of Procedural Safeguards](#) for students eligible for IDEA services and the District's [Conflict Resolution](#) information for students eligible for Section 504 services.
- D. All other appeals for waivers.** To start the process of requesting a waiver, parent/caregivers make a request to the principal to discuss the need for a waiver.
 - a. The principal will provide the family with a written response within three school days of receiving the parent/caregiver's request.
 - b. The family may submit a written appeal of the decision to the District Senior Staff within five (5) school days of the principal's decision.

- c. The District Senior Staff will review the record and provide a written response within three (3) school days after meeting with the parent/caregiver. The District Senior Staff's decision is final.

VI. Definitions

A. "Personal Electronic Device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information, depictions, and/or data. This includes but is not limited to, cell phones, tablets, smart watches, bluetooth devices.

B. "Personal Electronic Device Violation" is found when a student does not have their personal electronic device "off and away" as required under the policy. If a student is using a personal electronic device to engage in other prohibited conduct such as record themselves or others breaking school rules or District policy, the student will be found to have committed a Minor or Major Technology Use Violation.

Legal Reference: ORS 336.840

Adopted: 07/2025