**MGMS Personal Electronic Device Policy**

We believe personal electronic devices may be useful tools for students in the educational environment. However, clearly articulated policies and regulations must be in place to assure that the use or presence of such devices does not disrupt or interfere with the educational process or school operations, or impair the safety, welfare and privacy of students and staff. “Personal electronic devices” include but are not limited to cell phones, laptop computers, personal digital assistants (PDAs) and other wireless communication devices (such as iPhones, Blackberries and Palm Pilots), walkie-talkies, beepers, pagers, tape or digital audio or video recorders and cameras, iPods, MP3 players, and portable game consoles. The MGMS policy must align with the MCVSD 51 board policy governing personal electronic device use, while also taking into account the characteristics of middle school students and the culture we aim to grow at our school. For more details about school district policy on personal electronic use, see board policy JICJ--STUDENT USE OF CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES.

MGMS Policy Details:

* During times or in locations in which personal electronic devices are prohibited, the device must be silenced or turned off and out of sight.
* During times or in locations in which personal electronic device use is permitted, students do so at their own risk. The school is not responsible for lost, stolen, or damaged devices. Do not leave personal electronic devices unattended while at school.
* Students shall not use personal electronic devices:
	+ In a manner that violates Student Code of Conduct or other board polices or school policies.
	+ In any manner that causes or results in disruption of the educational environment or school sponsored extracurricular activities or events, or impairs or interferes with school operations.
	+ In a manner that violates state or federal laws or regulations while on school property or during school-sponsored activities.
	+ To photograph or record the activities of other students or school personnel on District property or at school or school-sponsored activities, or to disseminate to others such photographs or recordings, in a manner intended to cause or result in, or in a manner the student using the device should reasonably have foreseen would cause or result in, emotional distress, embarrassment or humiliation of a person, or an invasion or violation of any person’s reasonable expectation of privacy.
	+ During instructional time, unless approval has been obtained by the classroom teacher. Instructional time includes the entire period of a scheduled class, and other time when students are directed to report to and participate in any instructional activity.
* Personal electronic devices are prohibited in locker rooms, bathrooms, or other locations where the presence of such devices pose an unreasonable risk to the safety, welfare or privacy of other persons.
* Time and location policies and guidelines for personal electronic device use include:
	+ Before School: Students will be permitted to use their personal electronic devices before school in compliance with the policies described above; this includes outside, in the cafeteria, and/or in the hallway during inclement weather.
	+ During school:
		- Hallway passing periods—Passing periods are only 3 minutes long, so in an effort to ensure that students are getting to class on time, students are prohibited from use of personal electronic devices in between classes.
		- Classrooms: Teachers should develop their own classroom policy for personal electronic device use, as they can be beneficial tools for instruction. The policy must be in compliance with the policies described above. The following comes from board policy and may assist teachers in developing an appropriate classroom policy:
			* Personal electronic devices may be used as an aid in extending, enhancing, and/or reinforcing the students' learning process related to educationally appropriate instructional objectives of the class they are attending (i.e., student use of a camera during a photography class; student use of a personal laptop computer for a class presentation).
			* Students may use personal electronic devices during instructional time or at other times when specifically authorized pursuant to a current individual education plan (IEP), a Section 504 accommodation plan, or a health care plan in force and effect regarding the student.
			* The use may be necessary to respond to or report an emergency. For purposes of this policy, "emergency" shall mean an actual or imminent threat to health or safety of students and/or school personnel, which may result in death, bodily injury or property damage.
		- Lunch time: Students will be permitted to use personal electronic devices during their lunch time in compliance with the other policies described above, and limited to listening to music (with headphones), playing games (must be school appropriate), or reading. During the hallway passing from the classrooms to lunch and from lunch recess to classrooms, students should not use personal electronic devices.
			* Students are not permitted to:
				+ Take photos or videos
				+ Make phone calls
				+ Watch videos
				+ Do any social media activity (texting, Snapchat, Facebook, etc.)
		- After School: Students will be permitted to use their personal electronic devices after school in compliance with the policies described above; this includes outside, in the cafeteria, and/or while spectating at school sponsored events.
			* The use of personal electronic devices by students participating in school sponsored after school activities (sports, MESA, homework club, etc.) should be decided by the coach or teacher in charge of each particular school sponsored activity.
		- Assemblies: Students are prohibited from using personal electronic devices during assemblies in an effort to teach/encourage respectful participation.
		- Dances/All-School Parties: TBD
* Generally, teachers and staff should follow the same policies as the students in an effort to model appropriate use for our students. We understand that there may be times (emergency event, instructional purpose, etc.) in which adults use personal electronic devices when it may be prohibited for students.
* Student use of personal electronic device when prohibited:
	+ 1st offense—Device confiscated and turned in to office for student to pick up after school.
		- Refusal to hand device over to school authorities may result in immediate consequences for non-compliance.
	+ 2nd offense—Device confiscated and turned in to office for parent/guardian to pick up.
		- Refusal to hand device over to school authorities may result in immediate consequences for non-compliance.
	+ 3rd offense—Device confiscated and turned in to office for parent/guardian to pick up. A plan may be formulated for the student at this time.
	+ Administration reserves the right to adjust these guidelines depending upon the severity of the offense.