

Northshore School District

Administrative Procedure

No. 3245P

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STUDENTS

Students Use of Personal Mobile Devices

Maintaining a Learning-Focused Environment

In today's world, technology is an ever-present part of our lives. While personal devices like phones, smartwatches, GPS trackers, and personal computers have benefits, they can also be significant distractions for students during the school day. Our district is committed to creating environments that prioritize student learning, safety, and well-being.

Following the guidance of the Washington Office of Superintendent of Public Instruction (OSPI), Northshore School District has adopted a policy that limits student access to personal smart devices during school hours. This approach is grounded in research and supported by education and public health experts.

Expectations and Consequences

Internet-enabled devices can be tools for learning. To help students acquire skills that help them use these devices effectively, students are assigned a district-provided device to use in the context of their education. Students should use only these approved and supported devices throughout the school day for educational purposes. Except where noted later in this document, students are prohibited from using personal devices at school. Personal mobile devices include, but are not limited to:

- Mobile cellular phones
- Smartwatches
- Smart glasses or goggles
- Laptops or tablets
- Portable gaming devices
- Digital cameras
- Music players
- GPS trackers with communication capabilities

Grades PreK–8: Personal Devices Off and Away

Students in grades PreK–8 will not be permitted to use personal devices during the school day. Families are encouraged to keep all personal devices at home, rather than sending them to school with students. However, should a student bring a device to school for reasons other than an approved accommodation:

- Personal devices must be turned **OFF** at all times during the school day. Use of devices before and after school is at the discretion of the adult director of that activity or program.
- Personal devices must be stored, as determined by the school leadership team, in a locker or cubby, schoolbag or backpack (not on the student or in student pockets). However, schools are not responsible for theft or loss of personal devices.
- Use of personal devices on buses will be consistent with the Student Rights and Responsibilities Handbook and at the discretion of district staff riding or driving the bus.

Grades 9–12: Limited Use of Personal Devices During Non-Instructional Time

Families are encouraged to keep all personal devices at home, rather than sending them to school with students. However, should a student bring a device to school for reasons other than an approved accommodation:

- Students will store devices in a designated area as determined by the school's leadership team, during instructional time, such as a phone caddy, locker, bag, sealed envelope, backpack etc.
- Students will set their phones and mobile devices to airplane mode or silent or turn them off completely to avoid audible notifications and interruptions.
- While schools will limit use of personal devices, school leadership teams will determine parameters for students to use devices during passing time, lunch or nutrition breaks, and before and after school. All use of personal devices must comply with related Administrative Procedures and expectations regarding responsible use of technology.
- Students will not take personal devices into the bathrooms. Devices must be left in the classroom storage system while students are on bathroom breaks or stored securely in lockers or backpacks.
- Use of personal devices on buses will be consistent with the Student Rights and Responsibilities Handbook and at the discretion of district staff riding or driving the bus.

Exceptions and Accommodations

Requests for exceptions to the personal device policy will be reviewed through the IEP or 504 accommodation process or approved by staff supporting students learning English in their use of translation tools. Exceptions related to a health care plan will be reviewed by the school nurse. This exception is specific to the documented need only and prohibits the use of the personal device for any other purposes.

Staff who need to know about exceptions and accommodations should be made aware of the exceptional circumstances through notes in the student's record within the student information system, so as not to mistake the exception for unauthorized use. Training and support for any documentation requirements will be provided to staff.

Communication and Safety

Should a parent or guardian need to contact a student during the instructional day, they should call the school's Main Office. Use of personal devices in emergencies can detract from the

effectiveness of the response by staff and emergency responders. In the case of an emergency, the primary form of communication to families will be the district's unified communication platform.

Consistent Classroom Management

One way to ensure the positive benefits of limiting personal device use at school is to consistently apply procedures across classrooms and schools. Students are served better when expectations are predictable and applied in every instructional space.

- Teachers and staff will consistently reinforce expectations to ensure that students understand not only the consequences of violating the rules but also why the rules are in place.
- Schools will incorporate these expectations into their behavior management practices and school policies.
- District staff will provide materials for teachers to use to educate students on why overuse and inappropriate use of personal devices are detrimental to their health and learning.
- School, grade-level teams, and departments will discuss collaboratively how to consistently reinforce expectations in classrooms and across the school.

Consequences for Violating Procedure 3245P

Consequences for violations of this procedure will be detailed in the Northshore School District Rights and Responsibilities Handbook and updated annually.

Related Policies

All use of personal devices, regardless of time of day, shall comply with related Board Policies:

- Board Policy 2022 Electronic Resources and Internet Safety
- Board Policy 3200 Student Rights and Responsibilities
- Board Policy 3207 Prohibition of Harassment, Intimidation, and Bullying
- Board Policy 3231 Searches of Students and Personal Property
- Board Policy 3310 Student Discipline
- Board Policy 8123 Student Conduct on Buses

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