

NCS D Personal Electronic Device Use Procedures

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Novi Community School District believes that in order to give students the best chance to succeed, they need to learn in an environment as free from distraction as possible. Attention, engagement, and participation are key factors to helping students achieve in the classroom both academically and socially. Due to this belief, we will be enforcing a personal electronic device-free environment in our K-8 buildings.

Grades K-4

As a result of our district beliefs, personal electronic devices may only be used before or after school hours. If your child has a cellular phone/watch/etc. it is not to be used during the instructional day. Teachers and office staff are available to help your child contact home if necessary. If you need to contact your child throughout the day, please email your child's teacher or call the office, but please do not use personal electronic devices to contact them during the school day.

Grades 5-8

Personal electronic devices (cell-phones, smart devices, smart watches) are not to be used during school hours. Every student is assigned a personal Yondr Pouch. Every student will secure their device(s) in their pouch when they arrive at school. Students will maintain possession of their devices and will not use them until they unlock their pouches at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

Daily Process

As students **Arrive to School**, they will:

1. Turn their device(s) off.
2. Place their device(s) inside their pouch and secure it in front of school staff.
3. Store their Pouch in their backpack or locker for the day.

At the end of the day, students will open their pouch, remove their device(s), relock their pouch, and put their pouch in their backpack. Students must bring their pouch to school with them each day. Locking and unlocking stations are located at the student entrances in the offices.

Students arriving late or leaving early will pouch/unpouch their devices in the Main Office. Pouch damage / Lost pouch

If a student's pouch is damaged or lost there is a \$30 replacement fee made payable to the student's school.

Using device during school

If a student is found with a device during the instructional day, administration will collect the device/pouch and call home for a parent/guardian to pick up the device/pouch from the school. Violations of the personal electronic device policy will be subject to discipline under the code of conduct.

Forgotten Pouch

If a student forgets their pouch, their device will be collected, stored in the office, and picked up by the student at dismissal. If a student consistently forgets their pouch, an administrator will call home to remind the parent/guardian of the policy.

Grades 9-12

Students may use cell phones or other electronic devices while at school, but will place their phones in a holder near the front of the classroom during class time. Students may utilize their devices during passing time or lunch, but not during class time.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, this procedure, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.