

Terry Sanford High School Personal Electronic Devices Policy

Students **may possess or use** personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- **Before school** until the beginning of the school day (8:30 AM tardy bell).
- During class change.
- **During the student's lunch period ONLY IN THE CAFETERIA.**
- **After school** as signaled by the 3:30 bell ending fourth period class.
- **Earbuds/headphones will be allowed during lunch ONLY IN THE CAFETERIA.**
- **Bluetooth and external speakers of any kind are not allowed at any time.**
- Personal electronic devices **may be used** in the hallways and cafeteria between 8:10 a.m. and 3:30 p.m. **Earbuds/headphones will NOT be allowed** for use in the hallways.
- Personal electronic devices should be on silent or vibrate, or preferably turned off at all other times.
- Personal electronic devices **may not be used** to cause any disruption in the educational process or for unethical or illegal purposes. **Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people.**
- Personal electronic devices **may not be used** to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication.
- Personal electronic devices **may not be used** for any activity prohibited by the CCS Code of Conduct, to circumvent CCS network security, or for any unauthorized access to or inappropriate use of the CCS computer network.
- **FTS will not be responsible, or liable for**, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto CCS/FTS property.
- School personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of a classroom.

If a student is found to be in violation of the FTS Personal Electronic Devices Policy, ***the personal electronic device (cell phone, etc.) will be confiscated by school personnel.*** Refusal by a student to surrender the device is not an option. Personal electronic devices confiscated as a result of a first violation may be returned to a parent, either on Tuesdays or Thursdays, 8:00-10:00 AM and 2:00-4:00 PM. By signing below, I understand and agree that, if a personal electronic device (cell phone, etc.) is confiscated the device will be held in the main office and returned to a parent on Tuesday or Thursday, 8:00-10:00 AM and 2:00-4:00 PM.

Student Signature/Date

Parent Signature/Date

STUDENT REFUSAL TO SURRENDER PERSONAL ELECTRONIC DEVICES PROCEDURE

- **Level 1:** If a student is found to be in violation of the FTS Personal Electronic Devices Policy, he/she will be asked by school personnel (teacher) to surrender the device. If he/she does so, and it is the first offense, the device will be returned to a parent on Tuesday or Thursday, 8:00-10:00 AM and 2:00-4:00 PM.
- **Level 2:** If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent on Tuesday or Thursday, 8:00-10:00 AM and 2:00-4:00 PM. The student will serve 2 days of ISS.
- **Level 3:** If the student refuses to surrender the device to the administrator, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to a parent on Tuesday or Thursday, 8:00-10:00 AM and 2:00-4:00 PM. The student will serve 3 days of ISS.
- **Level 4a:** If the student still refuses to surrender the device after parent intervention, he/she will be temporarily suspended pending an administrative hearing.
- **Level 4b:** If the administrator is unable to contact a parent, the student he/she will be temporarily suspended pending an administrative hearing.