# PERSONAL COMMUNICATION DEVICES

Po5136 AdoptedFebruary 12, 2013 RevisedJuly 14, 2026

5136 - **PERSONAL COMMUNICATION DEVICES**

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Personal communication devices (PCDs) are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, include including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipped with computer technology), gaming devices, and/or other web-enabled devices of any type.

**PCD Use Prohibited During School Day**

Students are prohibited from using a PCD while present on school property for a student instructional day ("school day"), unless an exception applies.

Exceptions to the prohibition of PCDs during the school day:

A. A student may use a PCD as directed by a teacher for educational purposes during the school day on a school-supplied PCD;
B. a student may use a PCD if necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care professional;
C. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan;
D. a student may use a PCD if authorized by the Superintendent or the Superintendent's designee at the appropriate time during an emergency, as determined by the Superintendent or the Superintendent's designee; or
E. a student may use a PCD if necessary for language translation, using school-supplied PCDs or applications where available.

**Devices Stored During the School Day**

Students may bring PCDs to school. However, unless an exception applies, during the school day all PCDs must be powered off and stored. Students shall not access their PCDs during the school day unless an exception applies. Students may not use PCDs on a Corporation bus or other Corporation vehicle during the school day. Students must follow all instructions regarding proper storage.

The student is responsible for ensuring that their PCD is powered off and stored appropriately. The Corporation is not responsible for any lost, damaged, or stolen PCDs that have been brought to school. When the school day concludes, or when a student leaves the school premises for the day. If prior to the conclusion of the school day, the student may retrieve their PCD.

Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle.

**Use of PCDs Outside the School Day**

Students are permitted to use PCDs

A. on Corporation property outside the school day;
B. during after-school activities (e.g., extra-curricular activities) at the discretion of the sponsor/advisor/coach;
C. at school-related functions at the discretion of the sponsor/advisor/coach; or
D. on a Corporation bus or other Corporation vehicle during school-sponsored activities outside the school day at the discretion of the bus driver.

PCD use is not permitted unless specifically allowed by this Policy.

**Restrictions on PCD Possession and Use**

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may

change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited if a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

**Enforcement**

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple

offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

**Student Responsibility for Personal PCDs**

Students are personally and solely responsible for the care and security of their PCDs. The Corporation, Board, administrators, teachers, and agents assume no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

**Publication**

The Corporation shall publish this policy on its website.

Revised 9/8/15

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**Legal**

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