



Pre-School through Middle School  
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## Hermosa Student Personal Electronic Device Use Policy

### Scope

Electronic devices have become a common means of communication and information access in today's society. However, it has become obvious that devices such as these have the potential of disrupting the orderly operation of the school. Hermosa school has therefore created this policy to govern the possession and use of privately owned electronic devices on school premises, during school hours, and at school sponsored activities.

### Definition

For purposes of this policy, "Privately Owned Electronic Device" means any device that is used for audio, video, or text **communication** or any other type of computer or computer-like instrument that is not owned and issued by the school; or ANY DEVICE that possesses internet connection functionality.

- (a) a smart phone;
- (b) a smart or electronic watch;
- (c) a tablet; or
- (d) a virtual reality device

### Possession and Use of Privately Owned Electronic Devices

Hermosa students may not possess or use any electronic devices during the school day. Students are required to turn portable electronic devices over to school personnel when requested. All devices are required to be turned in at the beginning of the school day.

- Students may carry or possess privately owned electronic devices at school sponsored events, outside of school hours.
- Use of privately owned electronic devices during the school day, including pass-time between classes, at recess, and lunch-time, is prohibited. Devices must be completely powered down, turned off and turned in to a teacher prior to class starting.
- Privately owned electronic devices should not be brought on field trips.

## **Confiscation**

If a student violates this policy, his/her privately owned electronic device will be confiscated. When an employee confiscates a device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as quickly as the employee's duties permit. The device will only be released to the student's parent or guardian after the student has complied with any other disciplinary consequence that has been imposed.

***Bring to School at Own Risk:*** Hermosa staff will take reasonable steps to protect confiscated electronic devices, but students are advised that electronic devices are brought to school at the student's own risk. Hermosa School is not responsible for loss, damage or theft of electronic devices which occur at school.

## **Potential Disciplinary Actions**

- Students violating this policy will be subject to disciplinary action.
- The first time a personal electronic device has to be confiscated the device will be kept in the office until the end of the day. The student will be able to pick up their device from the administrator after dismissal.
- The second time an electronic device is confiscated, a parent or guardian will be notified and asked to come to the school office to retrieve the device. Students will not be allowed to pick up the device.
- The third time an electronic device is confiscated, a parent or guardian will be notified and asked to come to the school office to retrieve the device. Students will not be allowed to pick up the device. In addition, the student may be written up for failure to follow the classroom rules or other appropriate documentation.
- A student who violates this policy may be prohibited from possession of an electronic device at school-related events.

## **Security of devices**

Students and their parent guardian(s) shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss or damage. The school shall not assume responsibility for unauthorized calls made with an electronic device. Lost, stolen, or misused devices will not be investigated by school administration.

## **Arizona Statute Reference:**

### **Reporting**

Individuals wishing to report a violation of this policy should contact a school administrator via [HRT@hermosaschool.org](mailto:HRT@hermosaschool.org).

### **Exceptions**

Where use of an electronic device is prohibited, or permitted only with explicit permission, exceptions shall apply if:

1. The use is in compliance with the provisions of the student's Individualized Education Program (IEP) or 504 Plan per (34 CFR § 300.324) or
2. In the event of an extreme bona fide emergency such that the securing of such permission is impractical under the circumstances. Such an emergency is a situation that seriously threatens the health, safety or well-being of students, school employees or others.
3. Teachers may allow the use of privately owned electronic devices in the classroom for extra-curricular purposes only. Again, this requires a Hermosa staff member to be present for device use and this activity must be authorized prior to class by the Principal. Teachers may not allow interfering or electronic communication devices as part of a 'reward' or 'free time.' Teachers who chose to allow privately owned electronic devices in the classroom must clearly communicate to the Principal, parents, and students the conditions under which the use of privately owned electronic devices are allowed.

A.R.S. 15-341 (1) Prescribe and enforce policies and procedures to govern the schools that are not inconsistent with the laws or rules prescribed by the state board of education.

A.R.S 13-2911(D) (in part): D. The appropriate governing board of every educational institution shall adopt rules pursuant to title 41, chapter 6, for the maintenance of public order on all property of any educational institution under its jurisdiction that is used for educational purposes and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty and other staff and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member or other staff violator, the violator's suspension or expulsion or any other appropriate disciplinary action.

Adopted \_\_\_\_\_

For the Governing Board