



MANSFIELD INDEPENDENT SCHOOL DISTRICT

A Destination District Committed to Excellence.

Personal Electronic Communications Guidelines

Under the Personal Electronic Communications guidelines, all Cell Phones, Smart Watches, any type of Headphones and other devices used to electronically communicate fall under the umbrella of personal electronic communications devices and will just be referenced as 'cell phone.' To promote the best possible learning and social environment in the classrooms and schools of Mansfield ISD, students will adhere to the guidelines listed below during the school day. The intent of the cell phone policy is to limit access and use of cell phones to avoid distractions from learning and the loss of instructional time.

GUIDELINES OF USE

Grades K-6:

Students are required to keep their devices turned off and stored away during the school day.

K-6 Students:

I am uncertain on the specific guidelines regarding times and locations my personal devices can be used during the school day. When am I allowed to use my device?

Area of Directed Use	Appropriate Use
Before/ After School	YES
In Classroom	NO
During Passing Period	NO
In the Cafeteria (during lunch)	NO

Grades 7-8:

Students are expected to keep their devices turned off and stored away during the school day. Use of personal electronic communications devices during passing periods and lunch-time will be an individual campus decision. Students who violate the campus policy will be subject to disciplinary actions.

7-8 Students:

I am uncertain on the specific guidelines regarding times and locations my personal devices can be used during the school day. When am I allowed to use my device?

Area of Directed Use	Appropriate Use
Before/ After School	YES
In Classroom	NO
During Passing Period	YES (but with Principal Discretion)
In the Cafeteria (during lunch)	YES (but with Principal Discretion)

Grades 9-12:

Students are required to keep their devices turned off and stored away during the school day. Use of cell phones during passing periods and lunch-time will be an individual campus decision. Students who violate the campus policy will be subject to disciplinary actions.

9-12 Students:

I am uncertain on the specific guidelines regarding times and locations my personal devices can be used during the school day. When am I allowed to use my device?

Area of Directed Use	Appropriate Use
Before/ After School	YES
In Classroom	NO
During Passing Period	YES (but with Principal Discretion)
In the Cafeteria (during lunch)	YES (but with Principal Discretion)

STATEMENT OF EXPECTATIONS

Campus administrators will state expectations clearly and reinforce the importance of maintaining a cell phone-free environment at the beginning of the year. Administrators will monitor cell phone violations.

A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of a cell phone or any device capturing images is prohibited at all times during the school day with the exception of passing periods and during lunch with principal discretion.

If a student uses a cell phone without authorization during the school day, the device *shall* be confiscated. *The parent or student may pick up the confiscated telecommunications device from the principal's office for a fee of \$15* [See Consequence Offenses below].

Confiscated devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See [Board Policy FNCE.](#)]

In limited circumstances and in accordance with law, a student's cell phone may be searched by authorized personnel. [See [Board Policy FNF.](#)] Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen cell phones.

CONSEQUENCES

Unauthorized use of Cell Phones, Smart Watches, any type of Headphones and other devices used to electronically communicate are infractions of the guide lines. Students using a personal electronic communications device during the instructional day without the explicit permission of an authorized district employee will result in confiscation of the cell phone and adherence to the graduated list of authorized consequences. Only the cell phone itself will be confiscated [not any other device]. In the event of unauthorized use, the teacher should ask a student for the cell phone only one time. Failure to turn over the cell phone upon first request will result in a discipline referral to campus administration,

confiscation by administration and adherence to the graduated list of consequences. Authorized district employees who will be responsible for cell phone confiscation will include administrators and teachers (including substitutes or someone else covering the class).

1st Offense

- Phone is confiscated and parent is contacted by the assistant principal.
- Parent or student can retrieve cell phone from school by the end of the day.
- Offense noted in Skyward as a violation.

2nd Offense

- Phone is confiscated and parent is contacted by the assistant principal.
- Parent or student can retrieve cell phone from school by the end of the day by appointment and pay an administrative fee of \$15.
- Offense noted in Skyward as a violation.

3rd Offense

- Phone is confiscated and parent is contacted by the assistant principal.
- Parent or student can retrieve cell phone with administrative fee of \$15.
- Student assigned school detention.
- Offense noted in Skyward as violation.

4th Offense

- Phone is confiscated and parent is contacted by the assistant principal.
- Parent or student can retrieve cell phone with administrative fee of \$15.
- Student assigned ISS.
- Offense noted in Skyward as a violation.

5th Offense (or any offenses beyond 5)

- Phone is confiscated and parent is contacted by the assistant principal.
- Parent or student can retrieve cell phone with administrative fee of \$15.
- Student assigned two days ISS.
- Offense noted in Skyward as a violation.