

Berlin Middle High School Cell Phone and Electronic Device Policy

Purpose:

To maintain an environment conducive to learning for grades 6-12, the use of cell phones, any form of headphones, and other electronic devices is strictly regulated during school hours.

Policy:

1. Prohibited Use

- The use of cell phones, headphones (including any type of earphones or earbuds), and other electronic devices is not permitted without staff consent during school hours.
- All cell phones and electronic devices must be stored in the student's locker from 7:20 AM to 2:07 PM.
- Students are not allowed to have these devices in their possession during the school day.

2. Exceptions

- A teacher may request students to bring their cell phones to class for instructional purposes only. This request must be clearly communicated and authorized by the teacher.
- Students granted administrative approval and/or require accommodation are permitted to wear designated headphones during the school day.

3. Consequences for Policy Violation

First Offense:

- The cell phone or electronic device will be confiscated by an administrator until the end of the school day. The electronic device will be returned to the student at the end of school day.
- A parent or guardian will be contacted by an administrator.

Second Offense:

- The cell phone or electronic device will be confiscated by an administrator until the end of the school day. A parent or guardian must come to the school to retrieve the device.
- The student will be subject to discipline, including but not limited to in-school suspension.

Additional Offenses:

- The cell phone or electronic device will be confiscated by an administrator until the end of the school day. A parent or guardian must come to the school to retrieve the device.
- A meeting must be convened involving the parent or caregiver, the student, and an administrator to discuss any relevant matters concerning the student's conduct.
- The student will be subject to discipline, including but not limited to out-of-school suspension.

****It should be noted that refusal to surrender any electronic device when directed by school personnel is a violation of Berlin Middle High's Code of Conduct and subject to additional disciplinary action.***

This policy is designed to minimize distractions and promote a focused educational environment. We appreciate the cooperation of students and parents in adhering to these guidelines.

****This information can also be found on page 20 of the [2024-2025 Berlin Middle High School Code of Conduct](#)***

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Personal Electronic Devices

Personal electronic device (PED) refers to a privately-owned device that is used for audio, video, text communication or any other type of computer-like instrument. Personal electronic devices may include but are not limited to:

- Existing and emerging mobile communication systems and smart technologies (cellular phones, iPhones, Smartphones, Smartwatches, internet-enabled phones, etc.)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, earphones, etc.)
- Portable internet devices (mobile messengers, iPads, etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, All sound recording, and information transmitting/receiving/storing, etc.

Privately owned electronic devices are not to be used or accessed in the school, on the School Bus, or on school property during the school day unless previously authorized by school personnel. All cell phones and electronic devices should be stored in the student's locker from 9:00 am to 3:20 pm. These devices should be powered off during this time and it is not permissible for PEDs to be on "silent" or "vibrate". If a student is seen with such a device, it may be confiscated. These devices will be returned to the parent/guardian only.

Personal electronic devices may not be used by students for any disruptive purpose including phone calls, text messaging, taking photos and videos or any other functions during the regular school day. PEDs shall not be used in any way that threatens, humiliates, harasses or intimidates students, school personnel or visitors or otherwise violates District policies and regulations or local, state or federal laws. Students are prohibited from sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexually explicit nature on their PEDs while on school premises, at school-sponsored activities or on school transportation. Further, students are prohibited from using the camera, video or recording functions of their personal electronic devices on school premises or at school-sponsored activities where another student or individual has an expectation of privacy, including, but not limited to, locker rooms, counseling sessions, restrooms, dressing areas, etc.

Students are responsible for the security, as stated above of the personal electronic devices brought to school. Elementary school lockers do not have locks so possession is at your own risk. We strongly suggest that all electronic devices be left at home. The District is not responsible for lost, stolen, damaged or unauthorized use of personal electronic devices.

Further, the District is not liable to any student or his or her parent or guardian for any claims, losses, damages, suits, expenses or costs of any kind arising out of or related to the use or possession of a student's personal electronic device.

**This information can also be found on page 19 of the [2024-2025 Berlin Elementary Code of Conduct](#)*