



ADMINISTRATIVE PROCEDURE

PORTABLE ELECTRONIC DEVICES

5132
Procedure No.
August 1, 2014
Date

- I. **PURPOSE:** The purpose of this Procedure is to provide a district-wide process to ensure that the use of portable electronic devices (PEDs) is permitted and encouraged for instructional use, provided that it does not disrupt the educational environment.

- II. **POLICY:** Prince George’s County Public Schools (PGCPS) permits the use of PEDs for instructional purposes during the school day, and at other times with the approval of school administrators. School administrators are encouraged to approve staff requests to permit students to use PEDs for instructional use or at other appropriate times on school property. (Board Policy 5132.) The school system assumes no liability for theft, loss, damage or unauthorized use of student-owned PEDs possessed by students on school property.

- III. **DEFINITIONS:**
 - A. “Cell phone” includes, and is not limited to, iPhones, “smart” phones, Internet enabled phones and other PEDs that are capable of placing and/or receiving telephone calls (including personal listening devices such as earphones, ear buds, “Bluetooth”, etc.), text messages, browsing the internet, creating and distributing videos, taking photographs, and the like.

 - B. “Disrupt the educational environment” includes, and is not limited to, any use of portable electronic devices that interferes with:
 - 1. Teaching and/or learning during school hours, including conduct that is insubordinate, profane, illegal, obscene, violent, disrespectful, harassing, intimidating or otherwise impermissible in the Student Rights and Responsibilities Handbook; and

 - 2. The safe operation of the school bus, such as causing distraction for the bus driver due to lights from PEDs that are used when it is dark outside; passing PEDs around the bus, taking photos, recording videos or similar conduct which may affect the bus driver’s ability to safely operate the school bus.

 - C. “Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

 - D. “Portable Electronic Device”, or PED, is an electronic device that emits an audible signal, visual signal, vibration, displays a message, or otherwise summons the possessor. This may include, but is not limited to: cell phones, paging devices, electronic emailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, iPads, e-readers and any device that provides a connection to the Internet.



ADMINISTRATIVE PROCEDURE

PORTABLE ELECTRONIC DEVICES

5132
Procedure No.
August 1, 2014
Date

- E. “School Hours” means the time a student enters the school bus or school property until the end of the school’s designated “school day” or when the student exits the school bus. “School Day” means the regular school day with a designated starting time and ending time as defined by the local school system. “School day” may also include different starting and ending times for students with extended instructional hours, or who are involved with school-related field trips or extracurricular activities.
- F. “School property” includes parking lots, school buses, and outside or inside all areas of the school building.
- G. “Turned off” or “powered off” means the device is not activated. Devices in quiet, vibrate or other modes, except off, are not considered turned off or powered off.
- H. “Use” includes carrying or possessing a PED that emits an audible signal, vibrates, displays a message or otherwise summons the possessor. A PED in an “off” position or silent mode and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, locker, etc. shall be not be deemed “in use.”

IV. PROCEDURES:

A. Approved Use of PEDs in Schools:

1. Students are permitted to use PEDs while riding to and from school on PGCPS buses, as long as it does not impact the safe operation of the school bus. Students may not use PEDs while getting on or off the school bus.
2. Students are encouraged to use PEDs for instructional purposes, with school administrator approval.
3. At times when PED use is not permitted, PEDs must be turned off or on silent mode and stored in a back-pack, book bag, pocket, purse, locker, vehicle, etc.
4. The school principal or designee may allow additional times for students to use PEDs at school, such as during lunch period, in approved designated areas, or during the following times:
 - a) Before or after the school day on school property;
 - b) During after school, evening or weekend extracurricular activities while on school property;
 - c) While attending school sponsored or school related activities on or off school property; or



ADMINISTRATIVE PROCEDURE

PORTABLE ELECTRONIC DEVICES

5132

Procedure No.

August 1, 2014

Date

- d) In an emergency situation with the permission of the teacher, instructor, counselor, coach, school security, program director, or administrator.
- B. Prohibited Use of PEDs in Schools:
1. The use of PEDs at any time other than those specified in Section IV.A above.
 2. The use of PEDs in locker rooms or bathrooms.
 3. "Sexting" or the taking and/or transmission of nude or sexually explicit photos or videos in school.
 4. The unauthorized or unlawful sharing or electronic posting of images taken or stored on PEDs during school hours and/or on school property.
 5. Taking, uploading or sharing photos, recording audio, or capturing video during the school day in a manner that reflects bullying, harassment, intimidation or cyber bullying.
 6. Using PEDs in any manner that reflects violations in the Student Rights and Responsibilities Handbook.
- C. Administrators, faculty, and staff may request at any time that students must turn off and put away PEDs. Failure to do so may result in disciplinary action and possible confiscation by the school principal. School administrators are required to consult with parents/guardians regarding a student's misuse of a PED and appropriate responses in accordance with the Code of Student Conduct.
- D. Responses to Alleged Violations of this Procedure:
1. Any staff member, student or individual having knowledge or reasonable suspicion of alleged violations of this procedure should promptly report this information to the school principal/designee.
 2. The school principal/designee will respond to alleged violations of this procedure in accordance with the Student Rights and Responsibilities Handbook.
 3. In limited, urgent circumstances requiring immediate action, the school principal may confiscate a PED if he/she reasonably believes that confiscation is necessary to help protect the health, safety or welfare of students or staff. The school principal shall take reasonable measures to label and secure the item until such time the PED is returned to the student or parent/guardian as soon as possible.



ADMINISTRATIVE PROCEDURE

PORTABLE ELECTRONIC DEVICES

5132
Procedure No.
August 1, 2014
Date

E. Waiver of Liability:

1. Student owned PEDs: Students assume full responsibility for their PEDs. The school system may not assume liability for theft, loss, damage or unauthorized use of PEDs possessed by students on school property.
2. PGCPS-issued PEDs: Students are responsible for using PGCPS-issued PEDs in a manner that is consistent with the Information Technology Acceptable Use Guidelines in Board Policy 0115 and Administrative Procedure 0700. Students or parents/guardians shall timely report any damage, such as breakage, malfunction or loss, of PGCPS-issued PEDs to the proper school authority, such as school security, the school principal/designee, or a school administrator. If the cause of the reported damage is due to the student’s misuse, PGCPS may require payment for the cost of repair or replacement of the PED.

- V. **RELATED PROCEDURES:** Administrative Procedure 0700, Information Technology Services Acceptable Usage Guidelines; Administrative Procedure 5142, Gangs, Gang Activity and Similar Destructive or Illegal Behavior; Administrative Procedure 5143, Bullying, Harassment or Intimidation; Administrative Procedure 5150, Student Responsibilities, Rights, Involvements; Administrative Procedure 5180, Use of Social Media in Schools; Administrative Procedure 10101, Code of Student Conduct; and Administrative Procedure 10201, Disruptive Acts Requiring Security Measures.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Student Services and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This procedure supersedes Administrative Procedure 5132, Cell Phones and Other Portable Electronic Devices, dated August 23, 2010.
- VIII. **EFFECTIVE DATE:** August 1, 2014.

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11