

Book	Policy Manual
Section	Ready for Board June 3, 2025
Title	PERSONAL STUDENT ELECTRONIC DEVICES
Code	po5600.01 JB
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## 5600.01 - Personal Student Electronic Devices

### I. Purpose and Intent

The Cabell County Board of Education recognizes the pervasive presence of personal electronic devices in students' lives. This policy is established to comply with West Virginia Code §18-2-46, which limits the use of cell phones in classrooms, as well as to minimize distractions for both students and educators, fostering a positive, focused learning environment. The aim is to mitigate the potential detrimental effects of unregulated electronic device use, including impacts on academic engagement, social-emotional well-being, and instances of cyberbullying. This policy emphasizes regulating the *use* of electronic devices during instructional time.

### II. Definitions

**Personal Electronic Device:** Any portable device capable of wireless communication or computing, including, but not limited to, cell phones, tablets, laptops, smartwatches, smart glasses, and portable gaming systems not provided by a county board of education. For the purpose of this policy, smartwatches, earbuds, and smart glasses will be treated with the same restrictions and consequences as cell phones.

**Instructional Time:** The amount of time each day during which students are required to be in school, including transition times before and between classes.

**Classroom Setting:** Any environment where instruction or activities related to the school curriculum are occurring, including, but not limited to, general classrooms, gymnasiums, common areas, or any other area where instruction may occur.

**Actively in Use:** Being used by a student for time, messaging, voice calls, picture taking, video recording/watching, or listening to music (earbuds or headphones).

### III. Policy on Personal Electronic Devices

**(a) Limitation in Classrooms:** Student cell phones, smart glasses, smartwatches, headphones, earbuds, iPods, and other communication devices shall not be seen, heard, or actively in use while the student is in the classroom during instructional time. Ringers must be silenced in the classroom.

**(b) Physical Detachment and Storage:** Student cell phones, smartwatches, smart glasses, headphones, and earbuds must be physically detached from the student's body and put away in a backpack or assigned locker. These devices should be powered off unless an exception applies, as outlined in section (e) below.

**(c) Use During Non-Instructional Time:** Students shall not possess and use personal electronic devices during passing time between class periods, during assigned lunch, and during other times when students are in common areas during non-instructional time.

**(d) Staff Authority and Confiscation:** Staff are authorized to confiscate devices in violation of this policy. These devices must be turned over to administration as soon as possible but no later than the end of the instructional day.

**(e) Exceptions:** Use of personal electronic devices is permitted in cases of emergencies, to comply with the Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq., and the West Virginia Human Rights Act, West Virginia Code §5-11-1 et seq., and at other times when expressly authorized by the administrator. Devices may be allowed in classrooms for instructional use. Students with medical devices or pre-approved special circumstances will be allowed to use necessary equipment with approval from the building level administrator.

**(f) Scope of Policy:** This section applies only to students in elementary and secondary schools.

**IV. Disciplinary Consequences for Violations**

Having an unauthorized personal electronic device (including cell phones, smart glasses, smartwatches, or headphones/earbuds) out or actively in use during instructional time will result in a discipline referral. Staff have the right to confiscate a device. Refusal to surrender a device will result in a discipline referral.

**Disciplinary Consequences for Grades 6-12**

Offense	Consequence
1st Offense	Staff will submit a discipline referral in WVEIS. <sup>1</sup> The student will be assigned 2 days lunch detention or 1 day after school detention. Administrators may confiscate the device to be returned at the end of the school day.

<p>2nd Offense</p>	<p>Staff will submit a discipline referral in WVEIS. Families will be notified. The student will be assigned to 1 day ISS.<sup>2</sup> Administrators may confiscate the device to be returned at the end of the school day.</p>
<p>3rd Offense and Beyond</p>	<p>Staff will submit a discipline referral in WVEIS. The student will be assigned 3 days ISS. Families will be notified. Device will be confiscated and must be picked up by a parent/guardian from the school's office.</p>

Refusal to Surrender a Device	Refusal to turn over the device to an administrator or teacher will result in disciplinary action, including but not limited to 3 days of OSS. <sup>3</sup>
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#### Disciplinary Consequences for Grades K-5

Offense	Consequence
1st Offense	Device will be taken and returned at the end of the day.
2nd Offense and beyond	Device will be taken, and a parent/guardian will be contacted to pick-up the device.
Refusal to Surrender a Device	Refusal to hand over device to staff or administration will result in disciplinary action.

#### V. General Provisions

**(a) School Responsibility for Personal Devices:** The school will not be responsible for broken, lost or stolen personal devices. Parents/Guardians choosing to allow their student to bring these items will be responsible for the liability.

**(b) Communication with Parents/Guardians:** School phones, located in each office, can be used for family-student communication. Office staff will approve phone usage.

**(c) Future Amendments:** The Cabell County Board of Education reserves the right to add or change any rule(s) to help preserve the integrity and safety of the school.