



## **Hamilton Central**

School District

### **Regulation: Students and Personal Electronic Devices**

Effective Date: 2025–2026 School Year

#### **I. Overview and Purpose**

This regulation outlines the procedures and logistics for enforcing the Hamilton Central School District's policy on student use of personal electronic devices, including expectations for storage, discipline procedures, exception handling, and reporting requirements. The intent is to support a safe, distraction-free learning environment while providing clear guidance to students, families, and staff.

#### **II. Logistics and Procedures for Device Storage**

##### **A. Elementary School (PreK–6)**

- Students are discouraged from bringing personal electronic devices.
- If brought, devices must be silenced and stored in the classroom storage locker.
- Teachers will provide secure, designated lockers or bins.
- Devices must remain in storage for the entire school day.

##### **B. Middle and High School (Grades 7–12)**

- Students must store devices in NuGerm NuKase lockable cases provided by the district.
- Cases must be locked at the start of the school day and remain locked.
- Cases must remain in the student's possession but not be tampered with.
- Replacement or damage must be reported immediately; students may be charged for intentional damage.

##### **C. Non-Internet Enabled Devices**

- Must be silenced and stored in backpacks or lockers.
- May not be used unless authorized by staff.

#### **D. Testing Protocols**

- Devices are prohibited in testing areas.
- Must be surrendered to the test proctor before entering the room.

#### **III. Exceptions to the Policy**

Parents may request exceptions using the Electronic Device Exception Request Form. Approved exceptions must be verified by the Building Principal and supported by relevant documentation. Exceptions must be renewed annually.

#### **IV. Consequences for Violations**

The following table outlines the progressive discipline for violations:

| <u><b>Offense</b></u> | <u><b>Consequence</b></u>                                  | <u><b>Additional Notes</b></u>             |
|-----------------------|--|--|
| 1st Offense           | Device held in office; student retrieves; parent notified  | Informal discussion with student           |
| 2nd Offense           | Device held; parent retrieves                              | Parent meeting may be scheduled            |
| 3rd Offense           | Parent retrieves; detention assigned                       | Reflective assignment on policy purpose    |
| 4th+ Offense          | Parent retrieves; 2x detention; possible loss of privilege | Restorative conference with admin & parent |

#### **V. Documentation and Parent Communication**

- All infractions logged in student management system.
- Policy included in handbooks and reviewed at orientation.

## **VI. Equity and Reporting Requirements**

- Infraction data disaggregated by race, gender, grade, and disability status.
- Principals review data quarterly.
- Annual public report beginning in 2026 to include mitigation plans for disparities.

## **VII. Staff Responsibilities and Enforcement**

- All staff must redirect and refer violations.
- Principals ensure consistency and provide staff training.
- Office will retrieve devices if students refuse compliance.

## **VIII. Annual Training and Policy Review**

- Annual training for staff on legal aspects, conflict de-escalation, and restorative practices.
- Students review policy at start of school and after breaks.
- Policy reviewed annually with stakeholder input.

