

Twinsburg City School District
Student Handbook Addendum Regarding the Use of Personal Communication
Devices (PCDs)
2023/2024 School Year

Use of Personal Communication Devices (PCDs): Students may appropriately use PCDs (cell phones, AirPods, headphones, smart watches, tablets, etc.) during the following times:

- Before 8:05 a.m. and after 2:55 p.m. (Twinsburg High School)
- Before 7:20 a.m. and after 2:15 p.m. (RB Chamberlin Middle School)
- Before 7:15 a.m. and after 2:10 p.m. (George G. Dodge Intermediate School)
- Before 8:30 a.m. and after 3:20 p.m. (Samuel Bissell Elementary School)
- Before 9:00 a.m. and after 3:50 p.m. (Wilcox Primary School)
- At Twinsburg High School and RB Chamberlin Middle School, in the halls during the class change
- At Twinsburg High School and RB Chamberlin Middle School, in the cafeteria during the student's scheduled lunch period
- At Twinsburg High School and RB Chamberlin Middle School, in the study hall during the student's scheduled study hall period(s)
- At school related functions

The following statements describe inappropriate use of electronic devices during the allowable times of the school day:

- Face timing
- Taking videos of any kind – this includes videos of self, students, and staff.
- Taking pictures of any kind - this includes selfies and pictures of students and staff.
- Making any recording on a social media platform.
- Sharing information about an assessment or assignment without explicit permission from the teacher.
- Using an electronic device to harass, bully, or intimidate others.

PLEASE NOTE:

In urgent or necessary matters, students may use school phones to contact parents/guardians during the school day.

Students **will be required** to store their PCDs in the school provided phone caddy during all of their classes except lunch and study hall (unless approved medical exception applies).

- During our class periods, students are NOT permitted to use their electronic devices (this includes in the hallways and going to the restroom, guidance/main office, clinic, etc.).
- Students are only allowed to use their electronic devices in a classroom if they have explicit permission from the teacher.
- Students in lunch, cafeteria, or in the Commons are NOT permitted to use their electronic devices outside of these specific areas.

Students are personally and solely responsible for the care and security of their electronic devices. The Board assumes no responsibility for theft, loss, damage or vandalism to electronic devices brought onto its property, or the unauthorized use of such devices. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

PCDs can never be used during an assessment. If caught using an electronic device during an assessment, student will receive a zero on the assessment and consequences for the cheating/plagiarism policy will be applied.

Inappropriate use of PCDs will result in the following disciplinary consequences for Wilcox Primary School and Samuel Bissell Elementary School students:

- 1st Offense □ Student assigned to one half day of ALE – PCD is returned to student at end of the school day.
- 2nd Offense □ Student assigned to two half days of ALE – PCD must be picked up by parent/guardian.
- 3rd Offense □ Student assigned to one full day of ALE – PCD must be picked up by parent/guardian.
- 4th Offense □ Student assigned to two full days of ALE – PCD must be picked up by parent/guardian.
- 5th Offense – Student is prohibited from bringing a PCD to school.

Inappropriate use of PCDs will result in the following disciplinary consequences for George G. Dodge Intermediate School students, RB Chamberlin Middle School students, and Twinsburg High School students:

- 1st Offense □ One (1) Afterschool Detention – PCD is returned to student at end of the school day.
- 2nd Offense □ Two (2) Afterschool Detentions – PCD must be picked up by parent/guardian.
- 3rd Offense □ Student assigned to ALE – PCD must be picked up by parent/guardian.
- 4th Offense □ One (1) day Out-of-School Suspension – PCD must be picked up by parent/guardian.
- 5th Offense – Student is prohibited from bringing a PCD to school

+ Refusal to turn over PCD when requested by staff member will result in out-of-school suspension for students in grades 4 – 12.