

POLICY TITLE: <b>Portable Communication Devices</b>		
ADOPTION/EFFECTIVE DATE: 6/11/1990	MOST RECENTLY AMENDED: 7/29/2013	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

## I. Purpose

The purpose of this policy is to establish criteria regarding student use of portable communication devices as defined herein.

## II. Policy Statement

In order to maintain a secure and orderly learning environment, student use and possession of portable communication devices, as defined herein, shall be subject to the rules and regulations set forth herein.

## III. Definitions

- A. Portable Communication Device (PCD) means any electronic or battery powered instrument which transmits or receives voice, text, data or information in any form including, but not limited to, cell phones, laptop computers, smart phones, tablets, electronic readers or language translators and which is not owned by Harford County Public Schools (HCPS).
- B. Regular School Day means the time when students are required to be in homeroom to the time of dismissal.

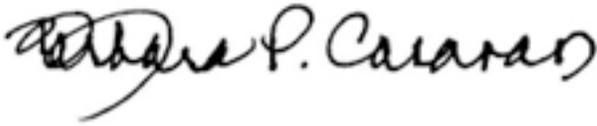
## IV. Rules

- A. Students enrolled in Harford County public schools are not permitted to possess or use any PCD except as provided by this policy.
- B. Students may possess or use a PCD on school grounds and buses under the following circumstances.
  - 1) Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student's Individualized Education Plan or Section 504 Plan.
  - 2) Teachers may allow students to use a PCD in the school building for an instructional purpose if the teacher has received

authorization from an administrator and the usage follows the Acceptable Use Policy for Students.

- 3) Students in high schools may possess a PCD on school grounds and buses during the regular school day provided:
    - a) The student keeps and maintains the PCD so it cannot be seen by others;
    - b) The student does not use or activate the PCD in any fashion.
  - 4) Students in middle school may possess a PCD on school grounds during the regular school day provided the PCD is kept and maintained in the student's locker and is deactivated.
  - 5) Students in elementary school may possess a PCD on school grounds during the regular school day provided the PCD is kept and maintained in the student's backpack or cubbie and is deactivated.
  - 6) Students enrolled in any grade may use PCDs on school grounds before the regular school day and after the regular school day.
  - 7) Students in any grade may use PCDs on school buses before or after the regular school day provided:
    - a) students may not use PCDs for conversation, calls, photographing or videoing;
    - b) such use does not include implementation of the audio component of the PCD unless the student uses ear buds.
- C. Students' possession or use of PCDs permitted under this policy shall not:
- 1) disrupt the educational environment;
  - 2) violate federal or state law or regulation;
  - 3) violate Board policy and procedure including Board policy and procedure relating to student conduct and harassment; or
  - 4) invade the privacy of other students.
- E. Students and their parents are responsible for any theft of, loss of or damage to the student's PCD in accordance with general HCPS policy set forth in the Student Handbook/Calendar.

Board Approval Acknowledged By:

A handwritten signature in black ink, appearing to read "Barbara P. Canavan". The signature is written in a cursive style with a large initial 'B'.

---

**Barbara P. Canavan, Secretary and Treasurer**  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	6/11/1990	Amended	11/26/2001		
Amended	7/8/1991	Amended	8/14/2006		
Amended	6/10/1996	Amended	7/29/2013		
Amended	6/9/1997				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick Spicer</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.033		