MEMORANDUM

To: All District School Leaders
From: Office of School Performance
Date: September 16, 2022
Subject: 2022-2023 Electronic Device Policy 216 Plan of Action

Below is information pertaining to our PPS policy 216 on Electronic Devices and the plan of action to address the change in policy within our district.

I. Policy 216-Electronic Device-Adopted July 25, 2018

On July 25, 2018, Our PPS Board of Directors adopted electronic policy number 216 Policy 216-Electronic Device 07252018. The original adopted policy was written and adopted October 21, 2009. As we have confirmed with all school leaders, we have observed some differences as to how the policy was enacted in schools, and the expectation of this policy is for all schools to follow a specific plan to implement the policy in your school. The specific plan is as follow:

The School Based Discipline Committees, as granted the authority by the Board of Education, has the discretion to adopt school level electronic device restrictions, so long as the school has identified a legitimate educational interest for the restriction, and prior written notice has been issued to students and parents/guardians. Before establishing a school level electronic device restriction, the school-based Discipline Committee must:

1. Schools Serving Students in PreK through 5th Grade:
   - Request input regarding the proposed restriction from the Parent School Community Council (PSCC), verbally and in writing;
   - Obtain approval of the assigned Assistant Superintendent; and
   - Develop a proposed communication plan for notifying students and parents/guardians of the restriction.

2. Schools Serving Students in 6th Grade and Above:
   - Request input regarding the proposed restriction from the PSCC and student advisors, verbally and in writing;
   - Obtain approval of the assigned Assistant Superintendent; and
   - Develop a proposed communication plan for notifying students and parents/guardians of the restriction.

The school principal shall cause the Board of School Directors to be notified upon adoption of any school-level electronic device restrictions.
Annually notify students, parents/guardians and staff about the District’s electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

This plan of action will help inform your school’s plan to or not utilize an electronic device restriction. All schools are to complete the form, and those schools that will utilize the restriction will need to complete the entire plan to continue use or begin implementing policy 216 as adopted on July 25, 2018. If you have any questions, please speak to your Assistant Superintendent.

Please use the link below to complete the Electronic Device Policy 216 Plan of Action, which will document your implementation and support of Policy 216. We will use this information to share with our PPS Board of Directors. **All schools must complete this form by 10/15/2022**

**Policy 216 Electronic Device Plan of Action**

Thanking you in advance for your cooperation with this process. Any questions or concerns, please reach out to your Assistant Superintendent.