

Carroll County Public Schools Portable Electronic Devices Guidelines

Portable Electronic Devices

The use of personally-owned portable electronic devices is permitted in Carroll County Public Schools for staff and for students in grades 3-12 within these guidelines. The use of these devices is voluntary. Examples of portable electronic devices include, but are not limited to: laptops, tablets, netbooks, mobile phones, mp3 player, and eReaders. School staff members are not expected to assist students with troubleshooting problems with personally owned devices.

Responsibilities

Who	What
Parents	<ul style="list-style-type: none"> • Talk with your student about the responsibility that comes with owning and using a portable electronic device. • Decide whether or not to allow your student to use a personally owned portable electronic device in school. • Review the Portable Electronic Devices Guidelines and agree to the terms stated on the Parent Sign-Off Sheet. • Monitor your device's data plan for appropriate coverage.
Students in Grades 3-12	<ul style="list-style-type: none"> • Review the Portable Electronic Devices Guidelines with your parents/guardians and agree to abide by the guidelines. • Guard your device against loss, damage, and theft. • Make sure your device is charged before coming to school. • Silence the audible notification sounds and volume of your device during the school day, or use ear buds/headphones when appropriate. • Do not use your device to record, store, or transmit any type of image, sound, or video, except for approved projects with the permission of school staff. • Use your device to enhance your learning. • Troubleshoot problems with your device. • Maintain the privilege of using your device by minimizing distractions, using your device appropriately, and following the directions of school staff.
School Staff	<ul style="list-style-type: none"> • Model the appropriate use of devices and digital citizenship. • Allow students to use their devices within the CCPS guidelines. • Do not direct or encourage students to allow other students to use their device as part of instruction. • Consider equity of access to technology when designing lessons and provide the tools necessary for all students to complete assignments.

Where Students Can Use Portable Electronic Devices

Location	Elementary Schools Grades 3-5	Middle and High Schools
School Bus	Yes, with ear buds or headphones, unless otherwise directed by the bus driver.	Yes, with ear buds or headphones, unless otherwise directed by the bus driver.
Classroom, Media Center, and Field Trips	Yes, unless otherwise directed by the teacher.	Yes, unless otherwise directed by the teacher.

Hallways and Stairwells	No, unless otherwise directed by school staff.	Yes, unless otherwise directed by school staff.
Cafeteria	Yes, unless otherwise directed by school staff.	Yes, unless otherwise directed by school staff.
Restrooms	No	No video/audio recordings.
Assemblies	No, unless otherwise directed by school staff.	No, unless otherwise directed by school staff.
Recess Locations	Yes, unless otherwise directed by school staff.	N/A
Locker Room	N/A	No video/audio recordings.

Liability

Carroll County Public Schools assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to Carroll County Public Schools at their own risk.

Misuse

Disciplinary action, as outlined in the Carroll County Public Schools Student Handbook, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the Acceptable Use Procedures and Guidelines or other school policy.