



# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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## CELL PHONE DISCLOSURE STATEMENT

Parents/Guardians of students using cell phones on campus must read and agree to the terms in this disclosure statement by signing below. The following information are excerpts from the Department of Education Standard Operating Procedures #1200-003 Cell Phone Use.

### PROCEDURES:

1. No later than 60 days after adoption of this SOP, schools shall communicate annually the SOP to students, parents, faculty and staff and placed in the school's student/parent and faculty/staff handbooks and/or websites.
2. Students shall be trained at the beginning of the school year on proper cell phone etiquette.
3. Cell phone use by students is ALLOWED in the classroom, if it is part of academic instruction or for students with specific needs that require such devices as prescribed in their Individualized Education Program (IEP), 504 Plan, or Individualized Health Plan (IHP).
4. Students shall have their cell phones turned off during instructional time unless it is used as part of the academic instruction or if part of the school's safety plan.
5. Students may use cell phones to report violence, crimes, or threats to safety.
6. Schools have the discretion of restricting or allowing cell phone use during non-instructional time provided the restrictions are consistent with Board Policy.
7. Cell phones are to be turned off during any school level crisis, drill, or disaster, if directed by school personnel or not part of the school safety plan.
8. Cell phones shall not be used to take pictures of students and/or school personnel or uploaded/posted to internet sites unless authorized a by school administrator, advisor/teacher, student or parent/guardian as applicable.
9. Students and parents shall sign a Student Cell Phone Disclosure Statement to authorize the student to possess and use a cell phone on campus.

### CONSEQUENCES OF VIOLATIONS:

Students are encouraged to use technology in a respectful and responsible manner. School Administrators will ensure that students are treated in a fair and equitable manner when issuing consequences for misusing technology. Please note the following:

1st violation: will result in Technology Violation (Level One), confiscation of the cell phone and returned to the student at the end of the school day. The administrator who confiscates the cell phone is responsible for the following procedures: 1) correctly identify the student/owner, 2) location of where cell phone was confiscated, 3) documented contact with student's parents regarding the cell phone confiscation complete with dates and times, and 4) secure the cell phone until released.

2nd violation: will result in Technology Violation (Level One) confiscation of the cell phone and released to parent at a mandatory conference. School administrators are to follow the confiscation procedures outlined above.

3rd violation: will result in Defiance/Disrespect/Insubordination (Level Two), the confiscation of the cell phone and returned to parent during a mandatory conference. The student is no longer authorized to bring a cell phone to school for the remainder of the school year. School administrators are to follow the confiscation procedures outlined above.

4th violation: will result in Suspension using Defiance/Disrespect/Insubordination (level Two), the confiscation of the cell phone and returned to parent during a mandatory conference. The student is still unauthorized to bring a cell phone to school for the remainder of the school year. School administrators are to follow the confiscation procedures outlined above.

The following violations involving cell phones are defined in the District Discipline/Tuancy Data Manual as level Two and level Three Offenses and follow a different schedule of consequence:

**Academic Dishonesty (Level Two):** As stated in the District Data Dictionary (ODD):

"Any fraudulent use of material/information/graphics/electronics for the purpose to gain academic grade or credit." Cell phone texting or instant messaging capabilities may not be used at any time to engage or facilitate any academic dishonesty. Consequence for Academic Dishonesty will result in a level Two category consequence as indicated in the Department of Education Office Discipline Referral Form (ODRF).

**Sexting (Level Three):** As stated in 9 GCA §28.100:

"A minor is guilty of Illegal Use of a Computer Telecommunications Device Involving a Minor, otherwise known as Sexting, if the minor, by use of a computer or any telecommunications device, recklessly or knowingly creates, receives, exchanges, sends, disseminates, transmits or possess a photograph, video, depiction or other material that shows himself or herself, or of another minor, in a state of nudity." Consequence for Sexting will result in a level Three category consequence as indicated in the Department of Education Office Discipline Referral Form (ODRF).

**Cyber Bullying (Level Three):** as stated in 17 GCA 3112.1 (k): "...harassment, intimidation, or bullying" and "cyber bullying" are CRIMINAL IN NATURE and any of these actions can constitute a criminal offense that is chargeable under Guam law." Cyberbullying is a level Three category consequence as indicated in the Department of Education Office Discipline Referral form.

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I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ have read and understand the terms above regarding cell phone use on campus. My child and I agree that use of a cell phone on campus requires responsibility and compliance to the information stated above and to release from liability school officials for confiscated phones after documented attempts were made to have it picked up and we failed to do so.

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Student Signature                      Date