



## **SERENDIPITY CENTER, INC. POLICIES AND PROCEDURES**

**SUBJECT:** Personal Electronic Devices

**EFFECTIVE DATE:** August 28<sup>th</sup>, 2025

### **PURPOSE:**

Research has shown that student use of electronic devices at school can negatively impact engagement, social development, and mental health. Cell phones, in particular, often cause distractions, disrupt the learning environment, and interfere with academic progress. The purpose of this policy is to create a focused and supportive learning environment, free from these disruptions, to ensure our students have the best opportunity to succeed in their education.

### **POLICY:**

**Serendipity asks that students leave their electronic devices at home. In the event a student brings an electronic device to school, Serendipity students are required to turn in all such devices upon their arrival in accordance with the State of Oregon Executive Order 25-09. These devices will be secured for the duration of the school day and returned to the student just prior to their dismissal.**

For the purpose of this policy, “personal electronic device” is defined as any portable, electrically powered device that is capable of:

- Making and receiving calls
- Making and receiving texts
- Accessing the Internet independently from the school’s network infrastructure

Devices may include but are not limited to: cellular phones, smartphones, smartwatches, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), mp3 players, iPods, iPads, tablets, computers, radios, pagers, gaming devices, and any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

Serendipity staff will support each student in meeting these expectations, and we are committed to thoroughly teaching, practicing, and reinforcing them. Serendipity will provide school-owned mp3 players as well as iPads to use for a variety of reasons including coping strategies for emotional regulation.

In any instance requiring emergency communication with a student, our staff will immediately assist the student, a parent, or other caregiver with that situation by using a school telephone. All classrooms are equipped with a landline.

The school will provide for the use of a personal electronic device by a student when the use complies with the terms of:

1. The student's medical provider's order for the care and treatment of a medical condition.
2. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.
3. A written exemption provided for the student based on a process and guidelines adopted by the school district to allow school building administrators to accommodate the individual circumstances of a student or to further specific educational outcomes for a student.

#### **LOWER SCHOOL STUDENT PHONE POLICY & GUIDELINES**

- All Lower School students will turn in their electronic devices to a designated staff member upon arrival in the building.
- That staff member will secure all devices in a locked cabinet. Students will not have access to their devices for the entirety of the school day.
- At the end of the school day, electronic devices will be distributed to each student just prior to dismissal.
- Students will not have access to their devices during the school day but may request the use of an mp3 player or tablet/Chromebook as a coping strategy during the day. They will also have access to a landline telephone if they need to make a call to a caregiver during the school day.

#### **UPPER SCHOOL STUDENT PHONE POLICY & GUIDELINES**

Every student will be assigned a personal Yondr Pouch – while the Yondr Pouch is school property, each student is expected to keep it in good working condition.

- Upon arrival, students will turn their phone or electronic device on airplane mode or power the device off.

- Students will place their device(s) inside their pouch and secure it in the presence of school staff.
- Students will store their pouch in their backpack or in the pouch holder in the curriculum closet. Students will not have access to their devices for the entirety of the school day.
- At dismissal, students will unlock their pouch, remove their device, and return the pouch to a staff member.
- Students will not have access to their devices during the school day but may request the use of an Mp3 player or tablet/Chromebook as a coping strategy during the day. They will also have access to a landline telephone if they need to make a call to a caregiver during the school day.

\*\*\*Students arriving late or leaving early will “pouch/unpouch” their device at the reception desk.

If a student is unable to comply with these expectations, the following steps will be taken:

1. The first day a student refuses to turn in/lock their phone, they will be reminded of this policy and encouraged to meet the expectation by their teacher or their program assistant.
2. On the second day, the student’s case manager will call the caregiver and communicate the concerns regarding the student’s refusal to comply with the policy.
3. On the third day, an administrator will call home and ask the caregiver to pick up the phone.
4. If a student is having an especially difficult time complying with the policy, the case manager will schedule a meeting with the caregiver(s), a Serendipity administrator, the student, and the student’s teacher to problem-solve the issue.