



ISANA Cell Phone and Electronic Device Use Policy

At ISANA Academies, we are committed to cultivating inclusive, equitable, and supportive learning environments where every student experiences safety, well-being, and a deep sense of belonging. Our mission calls us to create school communities that honor student voice, promote academic excellence, and nurture the whole child.

This policy reflects our intentional effort to minimize distractions that interfere with learning and to reduce the adverse impacts of excessive device use on student mental health, focus, and social development. We believe that when students are free from the constant pull of personal electronic devices, they are more present, more connected, and more engaged—in their learning, in their relationships, and in the school community as a whole.

By establishing clear and consistent expectations for cell phone and electronic device use, this policy supports our collective responsibility to foster learning environments rooted in equity, inclusion, justice, and care. It is one of many ways we build school cultures where students feel seen, valued, and supported to thrive—intellectually, socially, and emotionally.

This policy applies to the use of cell phones and electronic devices, including smartphones, by students while at a school site or while students are otherwise under the supervision and control of school staff. The development of this policy involved significant stakeholder participation to ensure that it is responsive to the unique needs and desires of students, parents, and educators in our community.

1. Policy Statement

Students are encouraged to leave their personal electronic devices at home. In accordance with California Education Code Section 48901.7 and ISANA's commitment to cultivating equitable and inclusive school communities, students are permitted to possess personal electronic devices (including, but not limited to, cellular phones, smartphones, smartwatches, and tablets) **only under the following conditions:**

- **Devices must be powered off and securely stored** (as described below) during school hours, including class time, transitions, nutrition breaks, lunch, and recess, unless otherwise authorized by staff, subject to any reasonable use limitation(s) imposed by staff.
- **Students may use devices before and after school hours only.** Use during non-instructional time during the school day, such as nutrition breaks or lunch, is not permitted unless otherwise authorized by staff, subject to any reasonable use limitation(s) imposed by staff.

- **Students must comply immediately** with any school staff request to turn off, store, or surrender a device.

2. Collection and Storage Procedures for Student Devices

To uphold a focused, safe, and inclusive learning environment, ISANA requires that all student personal electronic devices be turned off and securely stored during the school day and while participating in school-sponsored field trips. This section outlines standardized procedures to ensure consistency, student dignity, and the safeguarding of personal property.

A. On-Campus Procedures

- Upon arrival to school, students must turn in their personal electronic devices to the front office or another designated collection point (e.g., homeroom teacher), as determined by site leadership.
- Devices will be stored in secure, locked cabinets or containers that are monitored and accessible only to authorized personnel.
- Each device will be labeled with the student's name and inventoried, using a sign-in/sign-out log to ensure accurate return and tracking.
- Devices will remain stored until the end of the school day and returned during dismissal or upon verified early release.
- In the event of an emergency or perceived threat, staff will follow the protocol described in Section 3.

B. Field Trip Procedures

- Prior to a field trip, students and families will be notified that personal electronic devices must be turned in at the start of the trip and will be returned at its conclusion.
- Devices will be collected by a designated staff member (e.g., teacher-in-charge) and powered off by students before storage.
- Devices will be clearly labeled with the student's name and stored in a secure, lockable bag or container that remains under direct supervision of designated staff throughout the duration of the trip.
- Devices will be returned at the conclusion of the trip in an orderly, documented manner.

By implementing these procedures, schools can create a focused and secure environment during field trips, aligning with educational objectives and student well-being priorities.

3. Access to Cell Phones During Emergencies and Perceived Threats

In accordance with California Education Code Section 48901.7, no student shall be prohibited from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger. ISANA recognizes the vital importance of students being able to communicate with caregivers, emergency services, or trusted adults when safety is compromised or feels at risk.

To uphold this provision while maintaining the learning environment:

1. Emergency Accessibility of Devices

All student devices collected at the start of the school day will be stored in labeled and supervised containers or secured storage systems that remain within immediate reach of classroom staff. These containers shall remain easily accessible during the instructional day to ensure prompt distribution in the event of an emergency or lockdown.

2. Student-Initiated Access in Non-Emergency Situations

If a student perceives a threat to their safety or well-being and requests access to their phone, the supervising staff member shall honor this request without delay, punitive response, or interrogation. Staff will be trained to respond compassionately and responsibly in such moments.

0. Staff Training and Responsibilities

All instructional and support staff will receive training on how to:

- o Identify and respond to student safety concerns;
- o Promptly distribute phones in an emergency or evacuation scenario; and
- o Document access in a non-disciplinary manner when appropriate.

0. Ongoing Oversight and Communication

This policy shall be reviewed at least once every 5 years to ensure compliance with legal requirements and the needs of the ISANA community. Students and families will receive clear communication about their rights under this provision and the procedures that ensure both safety and equitable access.

By embedding safety, trust, and legal compliance into our practices, ISANA affirms its commitment to student well-being and upholds every student's right to feel secure and connected during times of crisis.

4. Confiscation and Storage Responsibility

Staff members who confiscate a device are responsible for ensuring it is:

- Taken to the front office to be placed in a secured, locked location (not an unlocked desk or cabinet).
- Logged with a description, including the student's name and date of receipt and return.
- Accessible only to designated administrative staff.

5. Offense & Response Chart for Cell Phone and Electronic Device Use

The restorative approach includes a multi-step process. All steps are documented and revisited as part of a broader student support strategy.

| Offense | Response |
|----------------------------------|--|
| First Offense | A verbal reminder will be issued by the principal or their designee (e.g., assistant principal, instructional coach, or teacher-in-charge). The staff member will review the policy expectations with the student and document the interaction. |
| Second Offense | The device will be confiscated by the principal or their designee and securely stored in the front office. It will be returned to the student at the end of the school day. The principal or designee will notify the parent/guardian by phone or written communication and document the incident. |
| Third Offense | The device will be confiscated and held in the front office by the principal or designee. The parent/guardian will be contacted by the school office and required to retrieve the device in person. The student may lose the privilege of bringing the device to school for a designated period, as determined by the principal or designee. Documentation of the incident and consequences will be maintained by the school. |
| Fourth Offense and Beyond | The device will be confiscated and held in the front office by the principal or designee. The parent/guardian must retrieve the device in person. A restorative meeting—facilitated by the school principal or assistant principal—will be held with the student, parent/guardian, and an administrator to co-create a Behavior Support Plan that supports student accountability, learning, and belonging. Continued violations may result in additional disciplinary measures aligned with school policies and applicable law. |

6. Exceptions

Students with documented health or accessibility needs requiring smartphone use during the school day will receive individualized support accommodations as appropriate in accordance with Section 504 Plans, IEPs, or site administrator approval. Students will also not be prohibited from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger, or when a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the student.

7. Equity Oversight and Staff Training

All school staff responsible for enforcing this policy will receive annual training to ensure consistent, culturally responsive, and non-biased application of this policy across grade levels, classrooms, and student groups. Site administrators will review data on policy violations quarterly to monitor equity and address any patterns of disproportionate impact. These efforts ensure that disciplinary responses do not disproportionately affect students based on race, ability, language, or other protected characteristics and remain aligned with ISANA's values of justice and belonging.

8. Parent/Guardian Communication

ISANA is committed to authentic collaboration with families. Each school will:

- Communicate this policy to parents/guardians.
- Provide periodic reminders of this policy such as through school newsletters and parent meetings.
- Offer resources upon request for families on managing digital use and supporting student focus.

Note: The school is not responsible for lost, stolen, or damaged student personal electronic devices.