



PERSONAL COMMUNICATION DEVICE (PCD) GUIDELINES

Students must comply with class and school rules and all relevant HCPSS Board Policies. Any disruption to class or other educational activity may result in disciplinary action.

Administration, faculty, and staff may request, at any time, that students turn off and put away technology devices. Failure to do so may result in disciplinary action and possible revocation of privileges.

Students assume full responsibility for their non-HCPSS owned technology devices. This includes the device's safety, security and maintenance.

Personal communication devices may not be used in hallways, locker rooms or bathrooms, at any time.

Students must obtain consent from staff and participants before taking, uploading or sharing photos, recording audio, or capturing video during the school day.

Students are permitted to carry personal communication devices with them during the school day.

Privileges for personal communication devices vary according to grade level.

- PCD must be turned off or in silent mode at all times.
- PCD may not disrupt instruction times and are to be put away (in a pocket, backpack, notebook, or locker).
- Instructional time is defined as from the sound of the class late bell to the sound of the class dismissal bell.
- Students may use their PCD before or after school hours and during lunch. Due to safety concerns, students may only use one ear bud while on school grounds.