

SVH Electronic Device Policy & Procedure - Rev 2025-08-25

This policy/procedure is written to provide specific details for SVH students, parents, and staff in order to achieve the purpose and intent of the recently updated West Valley School District Board Policy and Procedure #3245.

Definition of Personal Electronic Device or PED: mobile phones, smart watches, tablets, iPads, laptops, bluetooth earbuds, headphones, handheld game systems, and other devices that include components related to communication and media.

Purpose and intent of this policy:

- Increase focus on learning by reducing distractions
- Improve overall wellness by reducing side effects commonly associated with on-demand PED use (text messages, notifications, social media updates, etc)

Expectation for students:

- Ensure PEDs are silent and out of sight in classrooms, hallways, restrooms, and common spaces. Exceptions are: before school, at lunch, after school, special administrative approval, 504/IEP accommodations and during times of imminent danger
- Be present and engaged in face to face classroom and school interactions
- Communicate ahead of time with staff and administration when rare circumstances may require special exceptions to this policy
- Communicate with family and caregivers about how to reach you in emergencies through our main office (509-922-5475)
- Work with teachers and administration to acquire relevant technologies needed to produce innovative, creative products of learning

Expectation for staff:

- Staff will consistently expect PEDs to be silent and out of sight and monitor for compliance
- Staff will remind students about the policy's purpose and expectations, and report to administration when lack of compliance is discovered
- Staff will design learning tasks to avoid PED use in favor of school provided chromebooks or other school provided technologies
- Staff will work with administration when circumstances require a special exception to this policy
- Staff will work with administration to acquire relevant technologies needed to produce innovative, creative products of learning

Expectation for administration:

- Remind students about the policy's purpose and expectations and apply consequences when lack of compliance is repetitive, as described in the procedure section below.

- Communicate promptly with parents and guardians to support the student's efforts to meet expectations.
- Utilize alternate procedures as they are outlined by West Valley School District Board Policy and Procedure in situations that are severe in nature and beyond the scope of this policy, such as those involving Discrimination, Harassment, Intimidation, and Bullying.
- Update this policy for accuracy, clarity, fairness, and effectiveness by February 2026, after collecting feedback from students, parents, and staff

Expectation for parents:

- Please expect that students will not respond to calls or text messages until lunch time or until their school day has ended (depending on Core, Academy, or Endeavor Program). If you have an emergency and need to reach your child immediately, please call our main office and they will help you connect with your child promptly (509-922-5475).
- Please review these expectations with your child and help them plan for the changes they will need personally to be successful

Procedure:

- Students arrive at school and stow their PEDs so they are silent and not visible. We recommend they do so in a way that will help them resist the potential for temptation.
- A student checking out can use their PEDs in the office seating area while they communicate with and wait for a ride.
- If a student feels they need to communicate with their parent/guardian/employer during the school day, they should wait until lunch time to do so. If the issue is an emergency, they are welcome to ask a teacher to go to the office, to an administrator, or to the counselor who will find them a designated place to communicate with the parent/guardian/employer. This accommodation should be rare.
- In the case a student violates this policy:
 - If a student is discovered using a PED during an off-limit time (any time other than before school, lunch or after school), they will be given a pouch to stow the phone. During this time, the student will retain possession of their device. When directed by staff, they will remove the device and return the pouch to staff. Administration will be notified of the offense.
 - Refusal or non-compliance - if a student refuses to stow the device as directed or removes the device from the pouch before permission was granted, they will be referred to administration and the situation will be treated like a 2nd offense.
- Administrative Actions:
 - Administration will track each reported offense
 - When a 2nd offense is reported during a single term (grading quarter/term), administration will meet with the student to discuss the reported offense and circumstances. In most cases, the student's phone will be confiscated and locked up securely. Administration will contact a parent/guardian about the incident, circumstances, and review the policy purpose and next steps. The student will be

able to pick up their phone from the main office just before leaving school for the day.

- When a 3rd offense is reported during a single term, administration will repeat the 2nd offense actions, but the device will remain locked up until a parent/guardian can pick it up from the main office.
- Beyond a 3rd offense during a single term, school discipline consequences may be applied and administration will meet with the student and parent/guardian to discuss a plan to address the lack of compliance.
- As mentioned previously, situations that go beyond minor PED offenses and that may involve Harassment, Intimidation, Bullying or other serious allegations will be addressed using West Valley School District Policies specific to those situations and go beyond the scope of this Policy and Procedure (for example, see WVSD Policies and Procedures: 3205, 3207, and 3210).

If you would like to share positive, negative, and constructive feedback about this policy to be considered for the February 2026 revision, please email the Principal directly at eric.jurasin@wvsd.org to share your thoughts or request a phone conversation.