

# OFS Charter School Policy

Code: JFCEB  
Adopted: October 22, 2025

## Personal Electronic Devices \*/\*\*

{This policy is required by ORS 336.840 and perhaps EO 25-09. EO-25-09 requires policy to be adopted and in place by October 31, 2025, with full implementation by January 1, 2026.}

Student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)<sup>1</sup>. Campus protocols are to be followed.

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure<sup>2</sup> This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other school device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;<sup>3</sup>
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);<sup>4</sup>
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within 10 school days.<sup>5</sup>

Personal electronic devices must be placed in school-provided pouches/storage, or given to the campus receptionist during the school day, but personal electronic devices are not to be stored on the student’s person or in the student’s clothing during regular instructional hours. When students are participating in a

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<sup>1</sup> If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours.

<sup>2</sup> ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”

<sup>3</sup> JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

<sup>4</sup> If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

<sup>5</sup> JFCEB-AR must be submitted to the building administrator.

virtual educational program, personal electronic devices must be kept outside of the students reach or placed inside a closed and concealed location (backpack, drawer, etc.).

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include a change to storage requirements, protocols for where/when work is done, etc. <sup>{6}</sup>]. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.<sup>7</sup> Steps may include:

1. **First Instance of Noncompliance:** A staff member will come to the class to remind and assist the student in either placing the device into a Yondr pouch or leaving it with the front desk receptionist. The front desk receptionist will contact the parent/guardian by email or by phone about the incident, and note the incident.
2. **Second Instance of Noncompliance:** A staff member will come to class to retrieve the device and it will be given to the campus administrator. In order to retrieve the personal electronic device, the student will meet with the campus administrator after school. The administrator will contact the parent/guardian by email or by phone about the incident. A behavior form will be completed to document the incident. Here is the [K-8 Behavior Incident Form](#). Here is the [HS Behavior Incident Form](#).
3. **Third Instance of Noncompliance:** A staff member will come to the class to retrieve the device and it will be given to the campus administrator. In order to retrieve the device, a parent/guardian must come to campus and meet with the campus administrator, alongside the student, after school. A behavior form will be completed to document the incident. After the third instance of non-compliance, all the behavior reports will be filed in the student's permanent file.
4. **Beyond Third Instance of Noncompliance:** A staff member will come to the class to retrieve the device and it will be given to the campus administrator. In order to retrieve the device, a parent/guardian must come to campus and meet with the campus administrator, alongside the student, after school. For additional instances of non-compliance offenses, the campus administrator may determine that the student needs to switch out of in-person classes and take asynchronous classes instead. (Because OFS is a virtual school, in-person classes are not required.) A behavior form will be completed to document the incident and it will be placed into the student's permanent file.

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The executive director or designee shall ensure this policy is posted on the public charter school website and made available to school personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

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<sup>6</sup> {Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.}

<sup>7</sup> For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices<sup>8</sup> that support academic activities and independent communications<sup>9</sup>, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR – Request for Personal Electronic Devices Exemption. Appeals can be filed with the executive director in accordance with KL-AR – Public Complaint Procedure.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

This policy takes effect on January 1, 2026.

END OF POLICY

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**Legal Reference(s):**

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<sup>8</sup> The use of “personal electronic device” in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn’t necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

<sup>9</sup> “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

[ORS 332.107](#)

[ORS 336.840](#)

[ORS 338.115](#)

Oregon Executive Order 25-09