

# Regulation COG-RA Personal Mobile Devices

*At a Glance*

## What is COG-RA?

Regulation COG-RA: Personal Mobile Devices (PMD) establishes procedures for possession and use of personal mobile devices by students who are on MCPS property or engaged in MCPS-sponsored activities. This regulation has been in existence since 1992 and has been updated periodically since its creation. This update to the regulation aligns guidelines with current practice and use of an expanded range of modern personal mobile technologies. The revisions stipulate that the use of personal mobile devices may be used prior to and after the school day. The exceptions for school-time use allows for student learning accommodations and differentiated use by school level. Guidance also is provided for safe and acceptable use of personal mobile devices.

## Technologies Included

***“Any non-MCPS issued device used to send or receive data via voice, video, or text”***



Tablets



Laptops



Headphones



Smart Watches



Phones



E-Readers

## All students will adhere to the following:

- Students may possess PMDs on MCPS property and at MCPS-sponsored activities; but may not turn them on until the end of the school day for independent use.
- Students riding to or from school or school-sponsored activities on MCPS or chartered buses may use personal mobile devices as long as use does not impact the safe operation of the bus and complies with MCPS regulations.
- Students are responsible for ensuring their devices are turned off and out of sight during times of unauthorized use; and must ensure that they are managed securely at all times.

## *Exceptions:*

### All Schools

- Students with an IEP or 504 Plan special needs, learning differences or disabilities may use the PMD to support or provide an accommodation, service for the student’s special need.
- Principals, in coordination with school staff, may authorize the use of the PMD to provide an accommodation to students without an IEP

### Middle Schools

- Teachers may allow the use of PMDs for instructional purposes if this is the agreement of the leadership team in designing their local school implementation policy. It is suggested that schools have a universal approach to the use of PMDs in classes to reduce variability across instructors.
- Middle school students may use the PMD during lunch. This should be discussed with the school leadership team to inform the decision.
- Device usage is prohibited between classes or during transitional time.

### High Schools

- Teachers may allow the use of PMDs for instructional purposes if this is the agreement of the school leadership team in designing their local school implementation policy. It is suggested that schools have a universal approach to the use of PMDs in classes to reduce variability across instructors.
- High school students may use PMDs during lunch.
- Use between classes/transitional time is permitted with Principal’s discretion. This should be discussed with the school leadership team to inform the decision

## Monitoring and Conduct

- ❑ MCPS monitors and reserves the right to investigate all personal mobile devices and personal mobile device activities on the MCPS network.
- ❑ Devices may be confiscated by school authorities if used in a manner not consistent with MCPS policies, regulations, or rules.
- ❑ Principals may temporarily suspend the use of personal mobile devices on MCPS property.
- ❑ MCPS uses filtering and other technological measures to limit students' ability to access harmful Internet sites. Private cellular network access does not provide the same measure of filtering. Therefore, while on MCPS property, students must use the MCPS network (i.e., not private cellular networks) for Internet access.
- ❑ Personal mobile devices that monitor, analyze, or may disrupt the MCPS network are not permitted to be connected to the MCPS network.

## Responsible Use Guidelines

### Students using personal mobile devices or MCPS-owned devices agree to follow Responsible Use Guidelines:

- ❑ Students using a personal mobile device to access the Internet while attending an MCPS-sponsored activity must follow the MCPS Responsible Use Guidelines.
- ❑ Students will use the MCPS network productively, appropriately, and for school-related purposes and will avoid using any technology resource either supplied by the district, the student, or the student's family, in such a way that would disrupt the activities of other students and staff members.
- ❑ Students will use e-mail and other means of communications (e.g., Twitter, blogs, wikis, podcasting, chat, instant messaging, discussion boards, virtual learning environments) responsibly.
- ❑ Students will not use a personal mobile device to communicate information that violates the privacy of others, jeopardizes the health or safety of others, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others or is a commercial advertisement.
- ❑ Students will give acknowledgement to others for their ideas and work.
- ❑ No student will change or delete files belonging to others.
- ❑ Students will keep personal information (including home/mobile phone number, mailing address, and user passwords) and that of others private.
- ❑ Students will report inappropriate use of technology immediately.
- ❑ Students understand that MCPS administrators will use regulations and policies (e.g., MCPS Regulation IGT- RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security) to deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- ❑ Students understand that all MCPS equipment, the MCPS network, and the student's MCPS network account are property of MCPS and can be monitored, logged, and archived.
- ❑ Should students violate Board policies or MCPS regulations or rules, students understand that consequences of their actions could include suspension of computer privileges, phone use in school, disciplinary action, and/or referral to law enforcement.

MCPS will assume no responsibility or liability for loss, damage, or theft to a device or for the unauthorized use of any personal device.

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