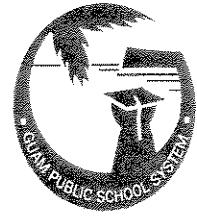




Nerissa Bretania-Shafer, PhD.
Superintendent of Education

GUAM PUBLIC SCHOOL SYSTEM OFFICE OF THE SUPERINTENDENT



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All schools

STANDARD OPERATING PROCEDURES

SOP#: 1200-003

SUBJECT: CELL PHONE USE

EFFECTIVE DATE:

INQUIRIES: STUDENT SUPPORT SERVICES DIVISION

I. REFERENCES: BOARD POLICY 406, 407, 901.25

II. APPLICABILITY: ALL SCHOOLS WITHIN THE GUAM PUBLIC SCHOOL SYSTEM

III. PURPOSE: THE PURPOSE OF THIS SOP IS THE FACILITATE UNIFORMITY AMONG SCHOOLS WITHIN THE GPSS AND TO ENSURE THAT STUDENTS ARE USING TECHNOLOGY APPROPRIATELY ON SCHOOL CAMPUSES.

VI. PROCEDURES:

1. All schools must adhere to the adopted Board Policy regarding Student Cell Phone Use on School Campuses.
2. Students may have cell phones on their campuses at any time so as long as not to disrupt the instructional day.
3. Students may use cell phones at any time to report violations of school rules, violence, or crimes on school campus so long as it does not interfere with the academic process.
4. Students must have their cell phones secured before the start of the instructional day. This means turned off during all instructional times and while inside any school classroom, cafeteria, library, or administrative offices.
5. Students may use their cell phones during non-instructional hours. This means during breaks, lunches, and at school sponsored activities.
6. Cell phones are to be turned off during any school level crisis, drill, or disaster at the direction of the school administrator.
7. Cell phones may not be used at any time to engage or facilitate any academic dishonesty. This means using your phones texting or messaging abilities to inform peers of the contents of tests or other tools to measure academic mastery.

8. Cell phones will not be used to take pictures of students and/or school personnel in classrooms, locker rooms, shower rooms, libraries, or cafeterias.
9. Students and parents are required to sign a Student Cell Phone Usage Disclosure Statement with the content of this Standard Operating Procedure as an official document.

VII. CONSEQUENCES OF VIOLATIONS:

Students are encouraged to use technology in a respectful and responsible manner. Therefore, every effort will be made by each school Administrator to ensure that students are treated in a fair and equitable manner when using technology and during times when students are misusing the privilege of technology on their school campuses. It is necessary to set boundaries for student use and consequences for misusing technology.

Consequences for Violations of the policy are as follows:

1. 1st violation will result in confiscation of the cell phone until a mandatory conference is held with the student and parent on the appropriate use of such communication device on campus.
2. 2nd violation will result in the confiscation of the cell phone until the end of the school day and returned to the student at the end of the school day. The administrator who confiscates the phone will be responsible for ensuring that the phone is correctly identified as belonging to a particular student, location of confiscation, documentation about contact made with student and parents regarding the cell phone confiscation complete with dates and times.
3. 3rd violation, in accordance with Board Policy 405: IX Suspension: D. Grounds, 1. Continued willful disobedience, will result in the confiscation of the cell phone and a conference with parent with the understanding that the student will not be allowed to bring the cell phone to school for the remainder of the year. The administrator who confiscates the phone will be responsible for ensuring that the phone is correctly identified as belonging to a particular student, location of confiscation, documentation about contact made with student and parents regarding the cell phone confiscation complete with dates and times.

VIII. RESPONSIBILITIES:

- a. The Administrator of Student Support Services Division, in collaboration with the Associate Superintendent, Elementary and Secondary, shall conduct a work session with the School Principals and Assistant Principals to ensure that the Board Policy and SOP governing the usage of a cell phone by students on campus are enforced.
- b. It is the responsibility of the School Principals to enforce this Board Policy and any other Board Policies within the Guam Public School System and this SOP.
- c. Associate Superintendents of Secondary and Elementary are responsible for their Principals ensuring their schools comply with the Student Cell Phone Use On School Campuses Policy (BP406) and this SOP.
- d. The Superintendent shall be the ultimate authority in enforcing this Board Policy and this SOP.

VIII. INTERNAL CONTROL: Evaluations of school personnel tasked with ensuring this Board Policy and SOP is adhered too.

X. TRAINING: The Administrator is responsible for ensuring that school Principals understand the Board Policy and this SOP.

XI. REPORTS: Reports are due each 5th of the preceding month in the form of the Discipline Statistics Report. Cell phone use offenses are to be cataloged and monitored.

XII. PENALTY: Failure to adhere to this SOP may result in Disciplinary action in accordance with the Policies, Rules, Regulations, and Procedures of the Guam Public School System and the Department of Administration.

XIII. EFFECTIVE DATE: "Upon date and signature unless otherwise noted."

XIV. CHANGE(S): Changes to this policy shall be effectuated by the Superintendent of Education.

APPROVED

DISAPPROVED



Nerissa Bretania-Shafer, PhD
Superintendent of Education

8/1/2008
(Date)