

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** BLB, IGT-RA, JFA, JFA-RA, JGA, JGA-RB, JGB-RA  
**Responsible Office:** Chief Operating Officer  
Chief Technology Officer  
Deputy Superintendent of School Support and Improvement

### Personal Mobile Devices

#### I. PURPOSE

To establish procedures for possession and use of personal mobile devices by students who are on Montgomery County Public Schools (MCPS) property or engaged in MCPS-sponsored activities.

#### II. DEFINITION

- A. *A personal mobile device (PMD)* refers to any non-MCPS issued device used to send or receive data via voice, video, or text. Mobile phones, e-readers, tablets, personal computers, or other devices equipped with microphones, speakers, and/or cameras are all considered PMDs.
- B. *Principal/designee* refers to the administrator responsible for a school or office, as appropriate.
- C. *MCPS property* is defined as any school or other MCPS facility, including grounds owned or operated by MCPS, MCPS buses and other MCPS vehicles, and the facility and/or grounds of any MCPS-sponsored activity involving students.
- D. *Student Day* starts at the time that students arrive and ends at dismissal. Student Day also includes the instructional times for students attending extended day and extended year instructional programs.

**III. PROCEDURES**

- A. When utilizing the Internet and the MCPS network, MCPS students must adhere to the provisions of this regulation and the standards of conduct established in MCPS Regulation IGT-RA, *User Responsibilities for Computer Systems, Electronic Information, and Network Security*, and the Student Responsible Use Guidelines found in section IV of this regulation.
- B. Students may possess PMDs on MCPS property and at MCPS-sponsored activities; however, students may not turn on/use PMDs until the end of the student day with the following exceptions:
1. When a teacher, in grade 3 and above, has permitted such use for instructional purposes during instructional time.
  2. High school students may use PMDs during student lunch periods. As determined by the principal of each individual middle school, middle school students may use PMDs during student lunch periods. Principals may designate areas where selected PMDs may not be used.
  3. Students riding to or from school or school-sponsored activities on MCPS or commercially chartered buses may use PMDs as long as such use does not impact the safe operation of the bus and is compliant with this and other related MCPS regulations.
  4. It is the student's responsibility to ensure that PMDs are turned off and out of sight during times of unauthorized use. Students are responsible for ensuring their PMDs are managed securely at all times.
- C. MCPS uses filtering and other technological measures to limit students' ability to access harmful Internet sites.
1. Access through private cellular networks does not provide the same measures of filtering; therefore, while on MCPS property, students must use the MCPS network (i.e., not private cellular networks) for Internet access.
  2. If a student uses a PMD to access the Internet while attending an MCPS-sponsored activity where access to the MCPS WiFi network is not available, the obligations under this regulation still apply.

- D. No one, including but not limited to MCPS students and staff members, may place a PMD on the MCPS network that monitors, analyzes, or may cause disruption to the MCPS network.
- E. No students will change or delete files belonging to others.
- F. MCPS reserves the right to monitor and investigate all PMDs and activities on the MCPS network.
  - 1. PMDs may be confiscated by school authorities if used in a manner inconsistent with Montgomery County Board of Education policies, MCPS regulations or rules.
  - 2. Principals may temporarily suspend the use of PMDs on MCPS property if they are used in a manner inconsistent with this or other Board policies, MCPS regulations or rules.
- G. In accordance with the Student Code of Conduct in MCPS, information may not be communicated using a PMD if it: violates the privacy of others, jeopardizes the health or safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, or is a commercial advertisement.
- H. Any student who violates this regulation will be subject to disciplinary action in accordance with the Student Code of Conduct in MCPS.

**IV. RESPONSIBLE USE GUIDELINES**

By utilizing the MCPS network with a PMD or MCPS-owned device, students agree to follow the following Responsible Use Guidelines:

- A. 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.
- B. 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.
- C. Students will give acknowledgement to others for their ideas and work.

- D. Students will keep personal information (including home/mobile phone number, mailing address, and user passwords) and that of others private.
- E. Students will report inappropriate use of technology immediately.
- F. 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 regulation.
- G. Students understand that all MCPS equipment, the MCPS network, and the student's MCPS network account are property of MCPS that must be used for educational purposes only and can be monitored, logged, and archived.
- H. Should students violate Board policies or MCPS regulations or rules, students understand that consequences of their actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

**V. RESPONSIBILITY/LIABILITY**

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

**Related Sources:** *Annotated Code of Maryland*, Education Article, §7-308; *Code of Maryland Regulations*, 13A.08.01.14

**Regulation History:** New Regulation, November 6, 1992; revised July 23, 1997; reviewed July 20, 1998; revised May 24, 2000; revised October 16, 2001; revised August 15, 2002; revised July 11, 2003; revised December 22, 2005; revised June 12, 2007; revised October 23, 2012; revised June 28, 2017.