

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries:	BLB, IGT-RA, ILA-RA, JFA, JFA-RA, JGA, JGA-RB, JGB-RA, JHF, JHF-RA
Responsible Office:	Office of Strategic Initiatives, Office of School Support and Well-being, Office of the Chief Academic Officer

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, smart watches, or other devices equipped with microphones, headphones, 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 the time of dismissal. Student Day also includes the instructional times for students attending extended-day and extended-year instructional programs.

III. PROCEDURES

- A. When using 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.
- C. Students are allowed to turn on/use PMDs only as described below:
 - 1. Elementary school students may use PMDs before and after the student day. Elementary school students are not permitted to use PMDs during instructional periods, lunch periods, or between classes/during transitional time.
 - 2. Middle school students may use PMDs before and after the student day. Middle school students are not permitted to use PMDs between classes/during transitional time. Instructional use may be permitted at the teacher's discretion. Use during lunch periods may be permitted at the principal's discretion, in collaboration with the school leadership team.
 - 3. High school students may use PMDs before and after the student day and during the student lunch periods. Instructional use may be permitted at the teacher's discretion. Use between classes/during transitional time may be permitted at the principal's discretion, in collaboration with the school leadership team.
 - 4. 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.
 - 5. All schools
 - a) The Maryland State Department of Education prohibits student and staff use of PMDs in standardized testing environments, where they could be considered a test security risk.
 - (1) MCPS Regulation ILA-RA, *Assessments with Security and Reporting Requirements*, specifies certain exemptions that permit students to use PMDs during standardized tests.

- (2) The principal/designee must seek the Department of Shared Accountability's approval for uses of PMDs during assessments with security and reporting requirements.
 - b) Students with special needs, learning differences, or disabilities, including but not limited to students with an Individualized Education Program (IEP) or 504 Plan, may use a PMD when the PMD is used to support or provide an accommodation, service, or support for the student's special need(s), learning difference, or disability.
 - c) The principal, in consultation with school staff, may approve the use of a PMD to provide an accommodation for a student who does not have an IEP or 504 Plan, unless such uses are restricted in Regulation ILA-RA.
6. Students are responsible for ensuring that their PMDs are turned off and kept out of sight during times of unauthorized use.
7. Students are responsible for ensuring that their PMDs are managed securely at all times.
- D. MCPS uses filtering and other technological measures to limit students' ability to access harmful Internet sites. 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. If a student uses a PMD to access the Internet on MCPS property but is not on the MCPS network, the student remains obligated to comply with the requirements of this regulation.
- E. 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.
- F. No students will change or delete files belonging to others.
- G. MCPS monitors and reserves the right to investigate all PMDs and PMD activity on the MCPS network.

1. PMDs may be confiscated by school authorities if they are used in a manner inconsistent with Montgomery County Board of Education policies or 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.
- H. 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.
- I. 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 using the MCPS network with a PMD or MCPS-owned device, students agree to adhere to the following Student Responsible Use Guidelines:

- A. Students will use the MCPS network productively, appropriately, and for school-related purposes and will avoid using any technology resource supplied by either 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 email and other means of communication (e.g., Twitter, blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments) responsibly.
- C. Students will give acknowledgment to others for their ideas and work.
- D. Students will keep their 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 the 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 the consequences of their actions could include suspension of computer privileges, disciplinary action (as set forth in the *Student Code of Conduct in MCPS* and related regulations), 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; revised May 2, 2022; revised January 26, 2024.

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.*

- A. It is the policy of the state of Maryland that all public and publicly funded schools and school programs operate in compliance with:
- (1) Title VI of the federal Civil Rights Act of 1964; and
 - (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not
 - (a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.**

For inquiries or complaints about discrimination against MCPS students*** Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	For inquiries or complaints about discrimination against MCPS staff*** Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973 Section 504 Coordinator Office of School Support and Well-being Office of Well-being, Learning, and Achievement 850 Hungerford Drive, Room 257, Rockville, MD 20850 240-740-5630 504@mcpsmd.org	For staff requests for accommodations under the Americans with Disabilities Act ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*** Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

*This notification complies with the federal Elementary and Secondary Education Act, as amended.

**This notification complies with the Code of Maryland Regulations Section 13A.01.07.

***Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mccr@maryland.gov; Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, oeac.msde@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpainterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.