



Frederick County Public Schools
Board of Education
PERSONAL MOBILE DEVICES
Policy 118

A. Policy Purpose

The purpose of this policy is to establish guidelines for the appropriate use of personal mobile devices by students, staff, and visitors within Frederick County Public Schools (FCPS). The policy aims to ensure that the use of such devices enhances educational experiences without causing distractions, privacy concerns, or disruptions to the learning environment.

B. Definitions

1. “Acceptable Personal Mobile Device” or “Acceptable PMD” is defined as technology, not provided by FCPS, brought to school or school sponsored activity that includes but is not limited to: cell phones, headphones, smartwatches, speakers, cameras, and/or eReaders. This definition should be read expansively to incorporate new technologies not anticipated by this policy that serve a similar function (*i.e.*, to communicate information through a cellular, satellite, or WiFi or other form of network connection).
2. “Authorized Use” means use of personal mobile devices in ways that are aligned with educational objectives or administrative functions and approved by school officials.
3. “FCPS-Sponsored Activity” is defined to mean any FCPS endorsed activity involving students that is supervised by FCPS staff on school grounds as described in the “School Grounds” definition below.
4. “School Property” or “School Grounds” is defined to mean any school or other FCPS facility, including grounds owned or operated by FCPS, FCPS buses and other FCPS vehicles, chartered vehicles, and the facility and/or grounds of any FCPS-sponsored activity involving students.
5. “School-Related Activity” or “School-Sponsored Activity” is defined to mean any school system activity, on or off school property, in which a student directly participates (e.g., school field trip, athletic event, or class/graduation activity), or an activity in which the student does not directly participate but represents the school or student body simply by being present (e.g., spectator at a school event).
6. “Unauthorized Use” means use of personal mobile devices during instructional time, assessments, or any other school-related activities where such use is prohibited.

C. Policy Statement

The Board of Education of Frederick County (Board) recognizes the increasing presence of personal mobile devices in everyday life and their potential as educational tools. However, it is

essential to balance the benefits of these devices with the need to maintain a focused and respectful learning environment.

D. Implementation

1. The Superintendent is directed to establish and regularly update regulations for the possession and use of personal mobile devices by students, staff, and visitors who are on FCPS property or engaged in FCPS-sponsored activities.
2. **Use Guidelines.** Expectations for and limitations of use for students, staff, and visitors should prioritize a commitment to the following:
 - a. Student use that is limited, considers developmental research, and is in alignment with educational access and programming.
 - b. Staff use that is limited and ensures use that does not interfere with professional duties or responsibilities.
 - c. Visitor use that is in alignment with the guidelines for student and staff use.
3. **Monitoring and Conduct**
 - a. FCPS will ensure that appropriate technical safeguards are in place to secure the school's network and ensure that any use of personal mobile devices is safe and compliant with data privacy regulations.
 - b. FCPS monitors and reserves the right to investigate all personal mobile devices and personal mobile device activities accessing the FCPS network.
 - c. All individuals are expected to follow this policy and the regulations established by the Superintendent. Failure to comply by students, staff, or visitors may result in the following consequences:
 - i. Repeated violations of the policy by students may result in confiscation of the device, parental notification, or further disciplinary action in accordance with the [Student Code of Conduct](#).
 - ii. Staff members who misuse devices may face disciplinary measures based on existing employee policies and the [Employee Code of Conduct](#).
 - iii. Visitors who misuse a personal mobile device may be barred from entering any school property.
4. **Safety and Responsibility**
 - a. FCPS assumes no responsibility or liability for loss, damage, or theft to a device or for the unauthorized use of any personal device.
 - b. Inappropriate use of personal mobile devices must be reported immediately.
 - c. All FCPS equipment, including the FCPS network are property of FCPS, and can be monitored, logged, and archived.
 - d. FCPS will utilize filtering and other technological measures to limit students' ability to access harmful Internet sites.
 - e. Private cellular network access does not provide the same measure of filtering. Therefore, while on FCPS property, students, staff, and visitors are expected to use the FCPS network (*i.e.*, not private cellular networks) for Internet access. FCPS will not be responsible for monitoring PMD usage on a private cellular network.

- f. Students using a personal mobile device to access the Internet while attending an FCPS-sponsored activity must follow the FCPS Responsible Use Guidelines detailed in [FCPS Regulation 434-01, *Technology Use, Students*](#) and the [Student Code of Conduct](#).
 - g. Students, staff, and visitors will use the FCPS 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.
 - h. Students, staff, and visitors will not use a personal mobile device to communicate information that violates this policy, [FCPS Regulation 301-03, *Technology Use, Staff*](#), or [FCPS Regulation 434-01, *Technology Use, Students*](#). Examples of violations may include, but are not limited to:
 - i. Racism. (See [Board Policy 117, *Anti-Racism*](#).)
 - ii. Bullying/Harassment/Intimidation. (See [Board Policy 437, *Bullying/Harassment/Intimidation*](#).)
 - iii. Sexual Harassment. (See [Board Policy 116, *Title IX Sexual Harassment*](#).)
 - iv. Denigration or defamation of character.
 - v. Jeopardizing the safety of others.
 - vi. Offensive, rude, threatening, discriminatory behavior.
 - vii. Accessing or distributing pornographic material.
 - viii. Spreading gossip and/or rumors.
 - ix. Knowingly spreading viruses, worms, or any other malicious files.
 - x. Violating copyright laws.
 - xi. Installing or using unauthorized software.
 - xii. Accessing another individual's accounts, materials, information, or files without authorization.
 - xiii. Unauthorized entry (e.g., hacking).
 - xiv. Advertising commercial products or services.
 - xv. Sending mass unsolicited communications.
 - xvi. Engaging in activities for personal gain or profit
 - xvii. Vandalizing, damaging, or disabling FCPS technology.
 - xviii. The audio or video recording of lectures or instructional activities without permission from FCPS.
 - xix. The posting of pictures, audio, or video of lectures or instructional activities to the internet/social media without permission of FCPS.
 - xx. Allowing others to use technology covered under a program without authorization.
5. This policy will be reviewed biennially to account for technological advancements and changing needs within the school community. Amendments will be made as necessary to keep the policy current and effective in promoting a productive educational environment.

E. Related Information

- 1. **Board Policy**
 - a. [Policy 115, *Responsible Use of Social Media*](#)
 - b. [Policy 116, *Title IX Sex Based Harassment*](#)
 - c. [Policy 208, *Data Security*](#)

- d. [Policy 300, Personnel](#)
- e. [Policy 301, Employment Expectations](#)
- f. [Policy 305, Conflicts of Interests and Employee Ethics](#)
- g. [Policy 309, Discrimination and Harassment, Employees, Applicants, Community Members](#)
- h. [Policy 403, Student Discipline](#)
- i. [Policy 404, Student Rights and Responsibilities](#)
- j. [Policy 434, Technology Acquisition](#)
- k. [Policy 437, Bullying, Harassment, Intimidation](#)

2. **FCPS Regulations**

- a. [Regulation 301-03, Technology Use, Staff](#)
- b. [Regulation 400-48, Bullying, Harassment, Intimidation Complaint Process for Students](#)
- c. [Regulation 434-01, Technology Use, Students](#)

3. **FCPS Resources**

- a. [Employee Handbook and Code of Conduct Webpage](#)
- b. [Student Code of Conduct Webpage](#)

F. Policy History (Maintained by Legal Services)

<i>Responsible Office</i>	Department of System Accountability & School Administration; Department of Technology Infrastructure
Adoption Dates	05/21/25
Review Dates	
Revision Dates	