

## Personal Electronic Devices School Confiscation Process Template

\_\_\_\_\_ staff must abide by the following process upon confiscation of a student's personal electronic device. Personal electronic devices can only be confiscated if the student has violated the *Student Acceptable Use of Personal Electronic Devices Procedural Directive*. This procedural directive states that unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Transmitting school materials for unethical purposes such as cheating.
3. Any activity which may be in violation with the Albuquerque Public Schools Bullying Prevention policy and procedural directive.

### Confiscation Process

\*Note: The **school** will be responsible for financial compensation of any personal electronic device confiscated by staff if the personal electronic device is stolen, damaged or lost due to failure to follow the appropriate confiscation process.

1. Upon confiscation, the staff member must place the personal electronic device in a secure location in the classroom. As soon as possible, but at the end of that same instructional day, at the absolute latest, the staff member must take the personal electronic device to the administration office.
2. The staff member must log in the personal electronic device at the administration office.
3. The administration office will record all confiscated personal electronic devices in a log maintained in the administration office. At a minimum the log will include:
  - a. Type of device
  - b. Make
  - c. Serial number
  - d. Condition
    - i. Obvious damage to the device should be noted in this log
  - e. Owner/Students name
  - f. Date and time confiscated
  - g. Number of previous offenses (if known by the person confiscating, if not, it will be filled out by the administrative staff responsible for the log)
  - h. Person confiscating
  - i. Date and time returned
  - j. Person who returns the device
  - k. Person the device was returned toLogs shall be maintained at the facility for one year after the end of the school year
4. Administrative office staff must secure the personal electronic device in the school vault if the school is so equipped.
  - o Schools not equipped with a vault shall designate a locked, secure storage area that has restricted access, i.e., a closet or container that is not accessible by multiple persons with master keys.
5. Any thefts or losses of these devices shall be reported to Albuquerque Public Schools Police, Internal Audit and Risk Management immediately upon realization the device is no longer in the designated area.

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### **Return Process**

**First Offense:** The student's parent/legal guardian may retrieve the personal electronic device from the administrative office within thirty minutes of the start or end of the instructional day. Parents/legal guardians must sign the personal electronic device out from the log kept in the administrative office.

**Second Offense:** The student's parent/legal guardian may retrieve the personal electronic device no sooner than seven days after its date of confiscation within thirty minutes of the start or end of the instructional day. Parents/legal guardians must sign the personal electronic device out from the log kept in the administrative office.

**Third Offense:** The student's parent/legal guardian may retrieve the personal electronic device at the end of the semester in which the device was confiscated within thirty minutes of the start or end of the instructional day.