Regulation COG-RA: Personal Mobile Devices

What is COG-RA?

Regulation COG-RA: Personal Mobile Devices establishes procedures for possession and use of personal mobile devices by students who are on MCPS property or engaged in MCPS-sponsored activities. This regulation has been in existence since 1992 and has been updated periodically since its creation. This update to the regulation aligns guidelines with current practice and use of an expanded range of modern personal mobile technologies. The revisions stipulate that the use of personal mobile devices during class time is limited to use for instructional purposes and require teacher permission. Guidance also is provided for safe and acceptable use of personal mobile devices.

Technologies Included

“Any non-MCPS issued device used to send or receive data via voice, video, or text”

- Tablets
- Laptops
- Music Players
- Phones
- E-Readers

All students will adhere to the following:

- Students may possess personal mobile devices on MCPS property and at MCPS-sponsored activities; but may not turn them on until the end of the school day for independent use.
- Students riding to or from school or school-sponsored activities on MCPS or chartered buses may use personal mobile devices as long as use does not impact the safe operation of the bus and complies with MCPS regulations.
- Students are responsible for ensuring their devices are turned off and out of sight during times of unauthorized use; and must ensure that they are managed securely at all times.

Exceptions:

**Elementary**

- Grade 3-5 teachers may allow the use of personal mobile devices for instructional purposes.

**Middle**

- Middle school teachers may allow the use of personal mobile devices for instructional purposes.
- As determined by the principal at each middle school, students may use personal mobile devices during lunch.
- Principals may designate areas where selected personal mobile devices may not be used.

**High**

- High school teachers may allow the use of personal mobile devices for instructional purposes.
- High school students may use personal mobile devices during lunch.
- Principals may designate areas where selected personal mobile devices may not be used.
Responsible Use Guidelines

Students using personal mobile devices or MCPS-owned devices agree to follow Responsible Use Guidelines:

- 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.

- 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.

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

- Students will keep personal information (including home/mobile phone number, mailing address, and user passwords) and that of others private.

- Students will report inappropriate use of technology immediately.

- 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 agreement.

- Students understand that all MCPS equipment, the MCPS network, and the student’s MCPS network account are property of MCPS and can be monitored, logged, and archived.

- 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.

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