



Cedarlane Academy Electronic Devices Policy

According to our Electronic Devices policy, students must abide by the following conditions:

- Cell phones are turned off and must remain off during the school day (7:15 AM- 2:20 PM).
- Cell phones are not to be shared with other students.
- Cell phones may be used **ONLY** after school 1:55 PM (K~2nd grades), 2:05 PM (3rd~5th grades), and 2:20 PM (6th~8th grades).

Failure to agree to these conditions will result in any/all of the following:



- First Offense: confiscation of cell phone/electronic device. **Only** a parent/guardian may pick up a student's cell phone. **Cell phone/Electronic Device will NOT be returned to students.**



- Second Offense: confiscation of cell phone/electronic device. Administration will schedule a conference with the student and his/her parent/guardian and a Contract will be signed at that time. **Only** a parent/guardian may pick up a student's cell phone. **Cell phone/Electronic Device will NOT be returned to students.**

Please Notice This



- Third Offense: Permission to have a cell phone/electronic device at school is revoked for the remainder of the school year. Confiscation of cell phone/electronic device. The cell phone/electronic device will remain with administration in Front Office until the last day of school. On the last day of school, **Only** a parent/guardian may pick up a student's cell phone. **Cell phone/electronic device will NOT be returned to students.**

Student Name (PRINT)

Student SIGNATURE

Date

Parent/Guardian Name (PRINT)

Parent/Guardian SIGNATURE

Date

Cell Phones & Theft of Prohibited Items at School

We would like to make Cedarlane Academy a “NO THEFT ZONE.” To achieve this, **ALL STUDENTS MUST KEEP THEIR IPODS, MP3 PLAYERS, CELL PHONES, AND ANY OTHER EXPENSIVE PERSONAL ITEMS AND LARGE AMOUNTS OF MONEY AT HOME.** It is important to understand that these items are prohibited at Cedarlane Academy and, therefore, Cedarlane Academy cannot be responsible for investigating if they become lost or stolen. By keeping these items of value at home, students protect themselves from being victims of theft.

In regards to cell phones, Cedarlane Academy understands that the state of California allows students to have them at school. However, their use is prohibited during school hours. This is due to the fact that students abuse cell phones by using them during the school day, during class and often bypassing the school office when they want to go home. **PLEASE UNDERSTAND THAT IT IS VITALLY IMPORTANT THAT STUDENTS ALWAYS USE THE FRONT OFFICE TO CALL HOME AND THAT PARENTS ALWAYS USE THE FRONT OFFICE TO CONTACT THEIR CHILD.**

- Any prohibited items seen on campus will be confiscated and sent to the school office for a parent to pick-up. Further consequences may apply as well.
- **Cell phones are to be turned off during school hours and remain in the backpack and not out in view including during lunch or breaks.** (AR 5131) Cell phones should be used off campus (front of school) before or after school for emergency purposes only. If a cell phone is seen out of a backpack or being used, it will be confiscated and sent to the office and released to a parent/guardian only.

Do not leave any personal property unattended. Students must assume responsibility for loss, theft or damage to any school or personal property issued to or belonging to them, such as garments, keys, money, equipment, books or musical instruments. Borrowing or lending money is strictly prohibited.

The school, in every way possible, endeavors to protect all such properties, but is not responsible for them. **Students are NOT to bring such items as radios, MP3 players, CD players, CD's, iPod's, cameras/camcorders, pagers or any other electronic equipment.**

Please do not bring any items to school that can distract from instruction and learning in the classrooms, such as stuffed animals and toys.

All such items will be confiscated if out during the school day- NO EXCEPTIONS.
Confiscated articles will be taken to the office and returned only to a parent or guardian. If confiscated twice, the parent can pick it up on the last day of school.

NEITHER THE SCHOOL NOR ITS EMPLOYEES ARE RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES OR ANY PERSONAL ITEMS INCLUDING CELL PHONES AND MONEY. STUDENTS AND THEIR FAMILIES ASSUME THE RISK FOR SUCH ITEMS BROUGHT TO SCHOOL.