



# CELL PHONE POLICY UPDATES

## GRADES 9 - 12



### ELECTRONIC DEVICES, MUSIC, TELEPHONES, CELL PHONES, HEADPHONES, IPODS, E-READERS, ETC.

#### GENERAL GUIDELINES

- **Cell Phone Use:** *Students may NOT use cell phones during class time.*
- **Device Storage:** It is strongly suggested that all electronic devices be kept off and in a locker or out of sight during school hours.

#### CONFISCATION AND CONSEQUENCES

- **Unauthorized Use:** If any electronic device, including cell phones, is seen or heard during school hours **without teacher/staff approval, excluding lunch and passing time**, it can be confiscated by any staff member.
- **First Infraction:** If the device is used or accessed in the classroom, the staff member will have the student place the phone in a designated area within the classroom until the end of the class period. If the device is used or found outside of the classroom, excluding lunch or passing time, the device will be taken to the office and the student will pick it up at the end of the school day.
- **Second Infraction:** A parent/caregiver must pick up the device, and additional consequences may be assigned.
- **Third Infraction:** A parent/caregiver must pick up the device, and additional consequences may be assigned.
- **Fourth Infraction:** Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/caregivers devise a plan together with school administration.

#### SPECIFIC RESTRICTIONS

- Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
- Phone usage during lockdown and fire drills is prohibited.
- Students who take pictures or videos of others without permission in any school setting, including the bus, will face disciplinary actions.
- Over-the-ear headphones are not permitted during the school day unless a teacher or administrator gives permission.
- Smartwatches, electronic devices, and earbuds may be required to be placed in a designated area as determined by the instructor and building administrator.

#### EXTENUATING CIRCUMSTANCES

- Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times.
- Please contact school administration if there is an essential need for an approved phone.
- In the case of medical necessity or emergency, a student should have a health plan or prior approval.

#### INVESTIGATIONS AND INSPECTIONS

- **Device Disabling:** Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
- **Device Inspection:** The school, through proper legal channels, reserves the right to inspect a student's electronic device if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.

#### SCHOOL RESPONSIBILITY

- **Lost, Stolen, or Damaged Devices:** The school is not responsible for, and is not required to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

#### ADDITIONAL RULES

- **Recording and Posting:** Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
- **Phone Calls:** Students are not to use their phones to call individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.

#### COMPLIANCE

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

