

## Holbrook Public Schools

**CELL PHONES & PERSONAL ELECTRONIC DEVICES**

The use of cell phones and other electronic devices can negatively impact student's learning with lost instruction time, distraction, and potential violations of privacy. As a result, students are not allowed to use cell phones and other personal electronic devices during the school day. Students are each assigned a *Yondr* Pouch for their cell phones and personal electronic devices. While the *Yondr* Pouch is considered school property, it is each student's responsibility to bring their *Yondr* Pouch with them to school every day and keep it in good working condition.

**DAILY PROCESS**

As students **Arrive to School**, they will:

- 1) Turn their phone off.
- 2) Place their phone inside their Pouch and secure it in front of school staff.
- 3) Store their Pouch in their backpack for the day.

At the End of the School Day, students will open their Pouch, remove their phone and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

\*Students arriving late or leaving early will pouch/unpouch their electronic devices in the Main Office.

**VIOLATIONS**

Using Phone During the School Day and/or not using Pouch:

- **First violation:** Office referral, cell phone collected by administration, parents/guardians receive phone call, student must serve a 3-hour office detention.
- **Second violation:** Office referral, cell phone collected by administration, conference must be set up with parents/guardians. Student must serve 5-hours of office detention.
- **Third violation:** Office referral, cell phone collected by administration, and a due process hearing will be set up for a 1-day suspension to be served out of school.
- **Chronic violations:** Office referral, cell phone collected by administration, and a due process hearing will be set up for a multi-day suspension to be served out of school.

## Holbrook Public Schools

**CELL PHONES & PERSONAL ELECTRONIC DEVICES**Pouch Damage / Lost Pouch:

- If a student damages their Pouch, Administration will collect the phone/Pouch and call home for one or more of the following:
  - Parent pickup
  - Office consequence that may include: social probation, office detention, Saturday work, in- school suspension, or out of school suspension
  - Charged a replacement cost of \$30.

**Examples of damage:**

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets their Pouch, their phone will be collected and the Main Office will call home to remind the Parent of the policy. The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered Lost. Refer to the Lost Pouch policy above.

As devices are to be powered off, placed in *Yondr* pouches, and out of sight during the school day, we ask parents/guardians not to call/text students on their cell phones during the school day. In the case of an emergency while a student is in class, please call the main office at 781 767-4616. The student will be notified immediately and will be allowed to speak with the parent/guardian; privacy can be provided to the student as needed. If a student needs to contact their parents/guardians, they will be permitted to go to the office and call from there. Although the school responds quickly and with serious discipline in cases of theft, including reports made to the police when deemed necessary, the school is not responsible for replacing lost, stolen, or damaged cell phones or electronic devices, whether confiscated or not. In addition, the school discourages students from bringing electronic devices to school.

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**MISUSE & CRIMINAL ACTS WITH CELL PHONES OR RECORDING DEVICES:**

Students may not engage in cyberbullying through the use of their cell phone or with any other electronic device. All reports of cyberbullying, whether committed before, during, after school hours, or at school events, are subject to both school and possible police investigation.

It is a criminal act to make an audio/video recording of any student or staff member without that person's permission. Use of any recording devices, including cell phones or video equipped electronic devices to make an audio/video recording will be reported to the police. In addition, use of a cell phone to take an inappropriate video recording or photos and subsequent sharing of the video or photos during school or at school events will be reported to the police and the student may be suspended from school for up to ten days.

Cell Phone/Electronic device use is NEVER allowed in any MCAS testing environment. Violators found using cell phones or electronic devices in MCAS or testing environments may have their test scores voided and be subject to disciplinary action.

Source: Stoneman, Chandler, Miller, 2024

Cross Ref: ACAB - Sexual Harassment,  
JICFB - Bullying Prevention,  
JK - Student Conduct  
INJD - Access to Digital Resources,  
INJDC - Acceptable Use of Digital Resources

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