Bloomfield Hills High School: Administrative Guidelines on Personal Technology 2025-2026

To foster a focused, respectful, and healthy learning environment, all students' personal electronic devices—including, but not limited to, cell phones, headphones (such as AirPods), and smartwatches —must be powered off and put away during all instructional time. Laptop use in class is permitted for instructional purposes at the teacher's discretion.

When and Where Devices Must Be Off and Away

- During class, all devices must be completely powered off (Airplane mode, Do Not Disturb, or silent) and stored in a teacher-designated location (e.g., calculator pouch, phone caddy, bin).
- This expectation applies in classrooms, the hallways during class, bathroom breaks, and any instructional spaces—unless explicitly permitted by the teacher for an academic purpose.
- Students are expected to refrain from using smartwatches or any device with texting/social media features during class. Teachers may request that students remove their smartwatches, especially during assessments.
- Personal laptops may only be used for academic purposes. Teachers may direct students to use a school-issued Chromebook instead, and misuse of laptops falls under the district's BYOD policy.

When Devices May Be Used

Students may use personal electronic devices:

- During passing time (between classes)
- During lunch periods

Consequences for Misuse of Technology

1. **First Offense:**
    - The teacher will hold the phone/device until the end of the class period. Behavior will be documented.
2. **Second and Third Offense:**
    - The student will take the phone/device to the attendance window.
    - Students will send a text message to a parent or caregiver acknowledging the second/third instance of phone/device misuse.
    - Students may pick up the phone/device at the end of the school day.
3. **Fourth Offense:**
    - Phones/devices will be held in the office and must be picked up by a parent or caregiver at the end of the day.
4. **Chronic or Serious Misuse:**
    - The student will be required to leave their phone/device at home or check it into the office from 7:45 AM to 2:40 PM for a designated period, determined in partnership with the administration.

Final Notes

- These expectations are designed to support student well-being, attention, and academic success.
- The school will work with families to ensure all students understand the expectations and receive support in building healthy digital habits.
- Staff will follow a consistent process for enforcing the policy to promote fairness and transparency.
- Phone/device offenses are calculated on a per-class-period basis.

Additional Resources:

Healthy Tech Toolkit
Family Conversations Packet
Family Tech Planner
Family Healthy Personal Technology Pledge