

Elementary Cell Phone/Electronic Device Procedures

Dear Parents and Guardians, we would like to remind you of the Anchorage School District Policy regarding student use of cell phones and other personal electronic devices while on school grounds.

The policy can be found at [ASD Cell Phone Policy](#)

Following is the Sand Lake Elementary Personal Electronic Device Processes and Procedures:

Use of Electronic Devices

- *Permitted Times:*
Students may use cell phones and personal electronic devices before and after school, as long as they do not cause any distraction or disruption.
- *Storage Requirements:*
All devices must be turned off and stored in book bags or lockers during school hours.

Responsibility

- *Students are personally and solely responsible for their electronic devices.*
- *The school and district are not liable for loss, theft, or damage of any device brought to school.*

Consequences for Violating the Policy

1st Violation:

- *Device is confiscated and kept in the school administration office until the end of the school day.*
- *Student may pick up the device at dismissal.*

- *The principal will review the next steps with the student.*

2nd Violation:

- *Device is confiscated and kept in the school administration office until the end of the school day.*
- *Student may pick up the device at dismissal.*
- *The principal will contact the parent/guardian to inform them of the second offense and explain the next level of consequences.*

3rd Violation:

- *Device is confiscated and kept in the school administration office until the end of the school day.*
- *Student may pick up the device at dismissal.*
- *The principal will contact the parent/guardian to discuss the third violation.*
- *Going forward, the student will be required to turn in their device to the principal's office each morning for five (5) consecutive school days. It will be returned at the end of each day.*

We appreciate your support in helping us maintain a focused and respectful learning environment.

Sincerely,

Mr. Barr, M.ED.

Sand Lake Elementary, Principal