

# CELL PHONE POLICY



Updated August 2025 | Young Women's STEAM Academy

All Texas public school students will be required to keep their cellphones, smart watches, airpods and all other non-district devices locked away throughout the school day. This prohibition does not apply to the use of devices

- that are necessary to implement an IEP, a plan created under Section 504, or a similar program or plan
- by a student with a documented need based directive from a qualified physician; or
- necessary to comply with a health or safety requirement imposed by law or as part of the district's or school's safety protocols.

*\*Main office phone is available for student usage with staff permission*

## Pouch Assignment

Students place all cell phones, smart watches, airpods and all other non-district devices in a pouch and the student carries the pouch in their backpack throughout the school day.

1. Each student is issued a cell phone pouch, the student takes it home and returns with the pouch to school each day. Think of a cell phone pouch like a textbook. It will be issued at the beginning of the school year and turned in at the end of the school year.
2. Pouches must be checked daily and students will be **charged \$20 for a new pouch if they damage the pouch**. They may not bring devices to school until a new pouch is purchased. If they bring the device, it is confiscated and parent must come pick it up.

## I. Entry/Arrival

- Students must have all cell phones, smart watches, airpods and all other non-district devices turned off and placed slightly inside their cell phone pouch as they approach the designated staff point person. The point person typically is located behind cart unlocking station and in front of each metal detector. (A best practice is to require students to keep the top of the cell phone visible and outside of the pouch, so staff can easily verify the device is off)
- The designated staff point person will quickly observe that the devices are off and ask the student to close and lock the cell phone pouch in front of the staff member.
- The student must put all their cell phones, smart watches, airpods and all other non-district devices in their backpack and place their backpack on the search table for the next staff member to search. Once given permission to pass through the metal detector, the student can move through the metal detector and retrieve their backpack with their cell phones, smart watches, airpods and all other non-district devices stowed inside.

## II. Class Procedures

- Teacher will conduct pouch checks during advisory (1st/6<sup>th</sup> period) to ensure students are compliant with policy.
- Students are responsible for keeping their cell phone pouch out of sight and stowed inside their backpack throughout the school day.

## III. Dismissal

- At the close of the school day, unlocking devices attached to rolling carts are put on each floor in the hallways used for dismissing students.
  - **1<sup>st</sup> floor: Main foyer, 6<sup>th</sup> Grade Hall way, Cafeteria Exit**
  - **2<sup>nd</sup> floor: Hall monitor station**
  - **3<sup>rd</sup> floor: Near front stairwell**
- Students will be dismissed in an orderly fashion and exit the doors. As students are dismissed, they will utilize the cart with the unlocking device to unlock their pouch and exit the building. This will open their cell phone pouch and students will have the ability to grab their cell phones, smart watches, airpods and all other non-district devices. Designated staff will ensure pouches are unlocked and students exit promptly and safely. Students may not use their devices until they have physically left the school.
- Students will be responsible for taking their personal cell phone pouch home and returning with it the next day.
- **After School Activities:** Students involved in after-school programs such as clubs, sports, or UIL should proceed to their assigned areas (gym or cafeteria) to demagnetize their pouches.

## FAQ

<p><b>How can I contact my child during school?</b></p> <p><b>What is the contact information for my school?</b></p>	<p>Parents may contact their students via student email &amp; by calling the school.</p> <p>Main number: 972-892-5800</p> <p>Attendance Office: 972-892-5839</p> <p>Clinic/Nurse: 972-892- 5806</p>
<p><b>What if I have an emergency?</b></p>	<p>Parents should contact the main office. <i>(It is not recommended that students receive troubling news in front of peers /classmates).</i></p>
<p><b>What is the cost to replace a pouch that has been tampered with or the lock has been broken?</b></p>	<p>Students that tamper with the needle or lock on the pouch will be charged the full price of a new replacement pouch.</p>
<p><b>What are the consequences if a student is found with a device or fails to follow proper pouch-securing procedures?</b></p>	<p>Failure to Comply with the Designated Storage Method or Using a prohibited communication device shall constitute a level II A disciplinary offense and result in confiscation of the device.</p>
<p><b>How will students access campus information if they're unable to scan QR codes?</b></p>	<p>During advisory, students will join their grade-level Google Classrooms, where all key links and information will be posted.</p>

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## Consequences for Unstored Devices

Cell phone violations are a level 2 offense per DISD Student Code of Conduct. If a student does not bring their pouch to school, the cellular devices will be labeled with the student's information and taken up and stored by the administration. Parent/guardian will be responsible for picking up devices at the end of the school day. Students that do not return with their cell phone pouch must surrender cell phones, smart watches, airpods and all other non-district devices to the designated people at the assigned metal detectors locations.

*The following actions will be taken when a student cell phone/smart device is confiscated by an administrator*

### I. 1<sup>st</sup> Offense

The first time a cell phone is confiscated, parents/guardians may pick it up with no fee assessed. **Students will be assigned one day of Reset.**

### II. 2nd Offense

The second time a cell phone is confiscated, an administrative fee of \$5 will be charged before the device can be returned. Parents/guardians will be notified that the student's device has been confiscated for the second time. **Students will be assigned two days of Reset.**

### III. 3<sup>rd</sup> Offense

If a cell phone is confiscated a third time, an administrative fee of \$10 will be charged before the device can be returned. **Students should be assigned three days of Reset.**

### IV. 4<sup>th</sup> Offense

If a cell phone is confiscated a fourth time, an administrative fee of \$15 will be charged before the device can be returned. **On the fourth offense, students will be sent to DAEP.**

## VI. Unclaimed Devices

Any device not claimed by **September 1st** of the following school year will be disposed of according to FNCE(LEGAL). The District is not liable for lost or stolen cell phones.

## VII. Refusal of Cooperation

Any student refusing to give the device to school personnel will be subject to Level II disciplinary actions.

