

## **SDMF ELEMENTARY ELECTRONIC COMMUNICATION DEVICE GUIDELINES**

The School District of Menomonee Falls possession and use of electronic communication devices states; Use of an electronic communications device is a privilege. With privileges come responsibilities for students to fulfill. Possession or use of an electronic communication device may not in any way:

- A. Disrupt the education process
- B. Endanger the health or safety of the student or anyone else
- C. Invade the rights or privacy of others at school
- D. Involve illegal or prohibited conduct of any kind

**Students will need to follow the expectations regarding electronic communication devices. Electronic communication devices may include, but are not limited to cell phones, Apple watches, iPods, etc. All students are allowed to bring electronic communication devices to school per the below rules:**

1. All devices must be turned off and kept in backpacks while on school premises.

The following consequences will be issued to students for violation of the policy:

1. **Warning:** Student will receive a verbal warning and a reminder to put the device in his or her backpack.
2. **Minor:** Student will have the device confiscated, staff will take device to main office, student will be able to pick up the device in the main office at the end of the day. Administration will contact parents.
3. **Major:** Student will have device confiscated, staff will take device to main office, administration will contact parents to pick up phone in main office. The device will be checked in daily at the office and will remain there during school hours for a two week period following this incident.

\*The District shall not discriminate in standards and rules of behavior, including student harassment, or disciplinary measures, including suspensions and expulsions, on the basis sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities. If anyone, including a student, feels there has been a discriminatory situation in regard to any of the above named classes or in violation of Title IX, Section 504, Title II or ADA, please contact the building administrator or the Director of Student Support Services at 262-255-8440. Discrimination complaints shall be processed in accordance with established Board policies and administrative guidelines.

Note the following:

1. The school is not responsible if electronic devices are lost, damaged or stolen.
2. Students may leave the phone in the main office with permission from staff for emergencies only. Office staff will relay emergency telephone messages from parents/guardians to students. If a parent/guardian calls a message will be taken and the child will be called down between classes. Phone calls will not be transferred to classrooms. Thank you for your cooperation regarding the above.