



## Policy on Use of Electronic Devices

Recognizing that students are growing up in a world where electronic devices are part of everyday activity, we realize that many of our students may be carrying cell phones, iPods and/or other devices such as Kindle's or Notebooks. We encourage students to take advantage of the technology available to them today. However, students must also recognize the importance of maintaining focus in the classroom. Students may carry electronic devices during the day time as long as they are compliant with the guidelines listed below:

- All electronic devices will be turned off during class time. Students may not use an electronic device while in the classroom unless prior consent has been given by the teacher.
- The teacher may reserve the right to require students to place devices in a visible location or a designated place away from the student during testing times.
- During study hall periods, students may use ear buds along with an iPod or cell phone for the purpose of listening to music. Electronic devices may not be used for other entertainment purposes such as watching video or playing games. In the event a student does not have homework, a teacher may at his/her discretion allow a student to read a book on a Kindle or notebook device.
- Chapel times are not the place for electronic devices and they should not be brought to the sanctuary.
- Students are free to use their electronic devices during their free times: passing periods, snack break, lunch time and before/after school. However, prompt arrival and good attendance during class time is required. Student tardiness due to use of cell phones for communication purposes will not be excused. Students needing to communicate with parents or guardians during a class time must first get permission from the teacher or school office.
- State law prohibits use of electronic devices in locker rooms and under no circumstance should a student turn on an electronic device in the locker room. Students should refrain from bringing electronic devices into the locker room at all.

Misuse of electronic devices constitutes a major infraction and the following consequences will be imposed when a student breaks any of the above guidelines:

- 1<sup>st</sup> violation - device is confiscated and turned in to Administrative Office; parents are notified by call or email; student is required to meet with principal or vice principal after school to retrieve the device.
- 2<sup>nd</sup> violation - device is confiscated and turned in to Administrative Office; parent meeting with principal or vice principal is required to retrieve the device; student may receive a detention at discretion of principal.
- 3<sup>rd</sup> violation - device is confiscated and turned in to Administrative Office; parent meeting with principal or vice principal is required to retrieve device.
- 4<sup>th</sup> violation - device is confiscated and turned in to Administrative Office; parent meeting is required with principal or vice principal to retrieve the device; student will no longer be allowed to carry electronic devices in the school. If brought to school, they must be turned in to the Business Office in the morning and picked up after school.
- 5<sup>th</sup> violation - device is confiscated and turned in to Administrative Office; parent meeting is required with principal to retrieve the device; student will serve in-school suspension.