



Cell Phone/Electronic Device



We understand that personal electronic devices are extremely useful and have become an integral part of our daily lives, but at the same time are often used inappropriately. Please do not call your student on their cell phone or other electronic device during the school day. Also, please advise them to wait to respond to text messages during permitted device use times. In case of emergency, please call the school office, (509) 445-1125. We will relay your message.

Cell Phone/ Electronic Device Policy:

- Unless explicitly permitted by a staff member for academic purposes, personal electronic devices may not be used, seen, or heard **during class time**. This includes hallways and bathrooms.
- All classrooms, grades 6-12, will be equipped with a device lockbox so a student can secure their device during class time if they so choose.
- BEFORE class students will EITHER place their device in the lockbox or secure them in a location off their body. The device must be off or in silent mode.
- Students may retrieve their phone NO MORE THAN 5 minutes before the class period ends and under the direction of the teacher.
- If a student needs to make urgent contact with someone outside of school during class time, they should request to go to the main office.

Student Access

- Students may use their personal electronic device(s) before the first bell, during passing periods, and during lunch.

Consequences:

- The **first time** a student violates the policy (their personal device is used, seen, or heard during class time within the classroom, halls, or bathroom, etc). The student will be given a copy of the device policy to read and sign, then instructed to put the phone away. This "warning" will be documented in the office.

- The **second time** a student violates the policy (their personal device is used, seen, or heard during class time within the classroom, halls, or bathroom, etc). The student will be sent to the office where the parent will be contacted and the device confiscated for the rest of the day. The sending teacher will call the office to notify them the student is on the way.
 - At this time, the student will sign a document stating they have violated the policy and what the future consequence will be if it is violated again.

- The **third time** a student violates the policy (their personal device is used, seen, or heard during class time within the classroom, halls, or bathroom, etc). The student will be sent to the office where the parent will be contacted, the device confiscated for the rest of the day, and the parent will be required to retrieve the device.
 - The student and parent will be informed that the student will not be allowed to have a phone in school for the rest of that semester. The student may bring the phone to school and check it in to a designated person in the front office.

- The **fourth time** a student violates the policy (their personal device is used, seen, or heard during class time within the classroom, halls, or bathroom, etc). The student will be sent to the office where the parent will be contacted and the device confiscated for the rest of the day, and the parent will be required to retrieve the device.
 - The student and parent will be informed that the student will not be allowed to have a phone in school for the rest of that school year. The student may bring the phone to school and check it in to a designated person in the front office.

* The administration reserves the right to adjust these consequences on a case by case basis if needed. For example, extreme behaviors that break the law, bullying or harassment of other students, or explicit content may result in suspension.

** exceptions will be made for students who require a device on their body for medical purposes

By signing this form, I understand the terms outlined above and acknowledge I have been informed of the policy.

Date: _____

Signature of Student

Printed Name of Student

Signature of Parent

Printed Name of Parent