

### STUDENT PHONE PROCEDURE & GUIDELINES

**Phones are not to be used during school.** Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

#### **DAILY PROCESS**

As students **Arrive to School**, they will:

- 1) Turn their devices off.
- 2) Place their devices inside their pouch and secure it in front of school staff.
- 3) Store their pouch in their backpack for the day.

At the end of the day, students will open their pouch, remove their devices, and put their pouch in their backpack. Students must bring their pouch to school with them each day.

\*Students arriving late or leaving early will pouch/unpouch their phones in the front office.

# Pouch Damage / Lost Pouch / Using Devices During School

- If a student damages their pouch or is caught using any of their devices, administration will collect the phone/pouch and call home for a **parent pickup and notification to parents** of the \$30.00 fee for replacement.

## Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

### Forgotten Pouch

If a student forgets their pouch, their phone will be collected, and admin will call home to remind the parent of the procedure. The phone will be returned to the student at dismissal.

If a student consistently forgets their pouch, it is considered lost. **Refer to the "Lost Pouch" procedure above**.