



Verndale Public School Personal Electronic Device Policy

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PURPOSE

The primary goal of this updated policy is to foster a focused, distraction-free learning environment and to ensure the safety and privacy of all students at Verndale Public School. We believe that minimizing the presence of cell phones and other electronic devices during school hours will significantly enhance our student's educational experience. This policy outlines the appropriate use of cell phones / Bluetooth earbuds / smartwatches / and personal electronic devices within the school premises.

DURING SCHOOL HOURS GUIDELINES:

Cell phones and other personal electronic devices capable of communication, such as those used for texting, answering, and receiving calls, are not permitted in classrooms, hallways, during lunch, during recess, or bathrooms during the school day. If students bring cell phones / Bluetooth earbuds / and/or smartwatches capable of communication, such as texting, answering, and receiving calls, to school, they must be placed on silent or turned off and stored in designated cell phone lockers from the beginning of the school day until the end of the school day. These items can and will be confiscated by staff members and taken to the office if they are not stored in the designated cell phone lockers.

DEVICE CHECK-IN:

- **Homeroom/1st Hour:** Students must check their cell phones, earbuds, and smartwatches into designated lockers located in their homerooms or 1st-hour classrooms.
- **Midday Arrival:** Students will check their cell phones, earbuds, and smartwatches in the office upon arrival. Office staff will ensure devices will be stored in the appropriate assigned locker.
- **Storage:** These devices will be securely stored in the lockers and brought to the office for the duration of the school day.
- **Locker Keys:** Students will be responsible for the key to their cell phone locker. The office will have a backup key. If the key is lost, there will be a charge to make a new key.

DEVICE RESTRICTIONS:

- **During School Hours:** Students are prohibited from having cell phones, earbuds, smartwatches, and any other personal electronic devices on their person during school hours, including class time, lunch periods, and recess.

- **Field Trips and School Events:** Field trips and school events are extensions of classroom learning during school hours, therefore, cell phones, earbuds, smartwatches, and personal electronic devices are not permitted.

CHECK-OUT PROCESS:

- **End of Day:** Students will return to their homerooms or 1-hour classrooms at the end of the school day to retrieve their devices.
- **Midday Departure:** Any student leaving midday must check out their device from the office. If the student returns to school, they must check their device back into the office.
- **Open Campus:** Any junior or senior leaving for open campus must check out their device from the office. Upon return from open campus, students must check their device back into the office.
- **Substitute Teacher:** If the 1st-hour class has a substitute teacher (high school only), students will check out their devices from the office.

TWO-FACTOR AUTHENTICATION:

Any PSEO or CIHS student needing their cell phone for two-factor authentication, must go to the office, check out their cell phone, and check cell phone back in once authentication is complete. It is recommended that email is the first choice for two-factor authentication, so students can use their Chromebooks rather than their cell phone.

EMERGENCIES:

In case of emergency, students may use the school office phone to contact parents/guardians. Parents/guardians should contact the school office to relay urgent messages to their student(s).

Violations:

- **First Violation:** The device will be confiscated by the teacher, brought to the office to be stored in the designated locker, and returned at the end of the day. A warning will be issued to the student and parents/guardians will be notified.
- **Second Violation:** The device will be confiscated by the teacher, brought to the office to be stored in the designated locker, and will be returned only to the parent or guardian. Administration will conference with the student and communicate with parents/guardians about future violations. The student will be assigned a detention and put on the restricted list.
- **Any Further Violations:** The device will be confiscated by the teacher and given to administration. The phone will be returned only to a parent or guardian and a student-parent/guardian meeting will take place to discuss the violation and create a plan for the student. Detention, suspension, and/or MSHSL code of conduct consequences will be discussed and assigned. The student will be put on the restricted list.

EXCEPTIONS

Students with medical conditions requiring device use must provide documentation from a healthcare provider. Other requests for exceptions to this policy, particularly those requiring the use of a device, may be submitted to administration and will be considered for approval on a case-by-case basis.

RESPONSIBILITY

The school is not responsible for lost, stolen, or damaged devices.

ENFORCEMENT

All staff are responsible for enforcing this policy. Repeated violations will be addressed by administration in accordance with the school's disciplinary procedures.

Chromebooks are not allowed in the cafeteria during lunch. K-6 students are not allowed to be on Chromebooks before or after school. K-6 students are not allowed to bring Chromebooks home and should check them into their homeroom teacher at the end of the school day.