



Cell Phone & Electronic Device (including Chromebooks) Violation Policy and Form

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, and method of illegal exchange of information. The ringing of the cell phone or incoming texts takes away from the valuable time needed for instruction and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will ensure that urgent information is relayed to your child. With this plan, we will help students be present within the classroom setting in order to get the most out of their education. Beginning the 2022-2023 school year, the following expectation will be in effect for all Haggard MS students:

- All students will receive a district-issued Chromebook. Students are expected to take care of their Chromebook & keep it protected in the district provided clear cover. Students will be held accountable for lost and damaged Chromebooks.
- Cell phones, AirPods, headphones, earbuds, smartwatches, and other electronic devices can be used in a school-appropriate manner **prior** to the start of the school day.
- Smartwatches are permitted as a **time-telling device only**. Using a smartwatch for anything beyond the basic function of time telling is in violation of electronic device policy.
- At 8:15 A.M., all cell phones, AirPods, headphones, earbuds, smartwatches, and other electronic devices must be put away and out of sight. This means that the device is powered off and kept in your backpack (**INVISIBLE MEANS INVISIBLE**).
- ***If your student has a documented medical need to use their phone during the day, please reach out to our school nurse to ensure we are aware***
- Teachers may allow students to access their cell phones during class for **instructional purposes only**.
- At 3:30 P.M., students can power on their phones and return to using them.
- In case of an urgent need or emergency, parents can contact their child and a message will be relayed to the student from the front office at 469-752-5400.
- If your student needs to contact you, they may use a classroom teacher's school phone or the school phone in the front office or the counselor's office.

Possession of Telecommunications or Other Electronic Devices-

Students shall not: Display, turn on or use a telecommunications device, including a cellular telephone, or other electronic devices in violation of district and campus rules. If a cell phone or electronic device is seen, heard, or used in violation of the policy, it will be confiscated and turned in to the front office. The following consequences will result:

- **First Offense** - The cell phone/electronic device is confiscated until the end of the day and the student must sign a violation form.

- **Second Offense** - The cell phone/electronic device is confiscated until a parent comes to retrieve the device. The student will need to contact their parent(s) when the phone is confiscated. At this time, the parent and student must sign the violation form and are notified that on the 3rd offense a conference is held with an administrator before they can retrieve the device.
- **Third Offense and beyond** - The cell phone/electronic device is confiscated until a conference is held with the student, the parent, and the administrator to resolve the issue of concern. Again, once the device is taken, the student is responsible for contacting their parent(s). Students will be allowed to use the front office phone to contact the parent(s). The student will have to check in the device at the start of each school day, and the student will retrieve the phone at the end of the school day.

If any severe violation of the cell phone/electronic device policy- (i.e. cheating with cell phones or any major disruptions of the learning environment) occurs, the cell phone/electronic device will be confiscated until a parent/guardian comes to the school for a conference with an administrator, and other disciplinary action will be taken. In the event that another student owns the cell phone/electronic device in question, both students may receive disciplinary action. *If a student refuses to comply with a request to surrender their cell phone or electronic device by any member of the faculty and/or administrator, he/she will be considered insubordinate and additional disciplinary actions will be given.*

Cell phone and electronic device violations are cumulative for the school year.

I have received and understand the Haggard Middle School cell phone/electronic device policy.