

Holly Springs High School



Personal Device Electronics Classroom Policy

Storage of Personal Devices

- All personal electronic devices must be stored in students' backpacks or in a designated storage area provided by the teacher
- Devices must remain silenced, with all notifications turned off.

Usage Guidelines

- Personal devices may only be accessed during the final five minutes of each class period, unless otherwise directed by the teacher.
- Personal devices are not permitted for use during instructional time. Students must use either school-issued laptops or their own personal laptops for academic activities.
- iPads are not allowed for classroom use.

Headphones and Audio Equipment

- Headphones may only be used for teacher-directed instructional tasks. They are not permitted at other times during class.

Violations of Electronic Classroom Policy

Level 1: Initial Warning

- The student receives a personal warning for having a personal device out during unauthorized times.
- The device must be immediately stored in the student's backpack or in the designated teacher-provided storage area.
 - ***On the 3rd repeated Level 1 offense, will result in Level 2***

Level 2: Administrative Involvement

- If the behavior continues after a warning, school administration will be contacted.
- The student's personal device will be collected by an administrator and taken to the front office.
- The student may remain in class at the discretion of the administrator.
- A disciplinary referral will be issued.
- The device may be retrieved by the student from the front office at the end of the school day.

Level 3: Repeated Offenses

- If a student violates the policy again after Level 2 has been enforced:
 - Administration is contacted immediately.
 - The student is removed from the classroom.
 - The device is collected and held in the front office.
 - A parent or guardian must retrieve the device.
 - A second disciplinary referral will be issued.
 - ***On the 3rd repeated Level 3 offense, a personal device contract will be established with accompanying disciplinary consequences.*