

[District/School] Mobile Electronic Device Policy and Safe Pouch Agreement

Beginning [Date], [School Name] will implement the Safe Pouch program to manage the use of smartphones and electronic devices during school hours. The Safe Pouch has no built-in conditions for locking and unlocking, allowing for quick unlocking during emergencies or when accommodation is needed. This program aims to reduce distractions and promote a focused learning environment.

Safe Pouch Implementation:

- Students are required to TURN OFF their phones and place them, along with any smartwatches, in their Blue Safe Pouch upon arrival at school. These devices must remain locked in the pouch throughout the school day.
- First-period teachers will verify that all devices are locked, and students will keep the pouches in their backpacks.
- At the end of the school day, last-period teachers will unlock the pouches for students.
- Exceptions for unlocking pouches will be made in emergencies, for medical or educational reasons, or when authorized by school staff. Teachers and staff have magnets to unlock the pouches as needed.

Exceptions for Student Use of Smartphones at School Include:

- During emergencies or in response to perceived danger.
- When a teacher or administrator grants permission, subject to reasonable limitations.
- When a licensed physician or IEP requires device use for the student's health or well-being.
- For students on athletic teams who need to unlock devices before departing for games.
- For seniors with off-campus lunch passes, unlocking is done through a Campus Supervisor upon ID verification.

Consequences for Misuse:

1. **First Offense:** The device is confiscated and can only be picked up by the student after school.
2. **Repeated Offense:** The device is confiscated, and parents must pick it up after school. Both the student and parent will review the smartphone policy with an administrator.

Note: Students who refuse to comply with the policy or fail to turn in their devices may face additional consequences.

Student Guidelines:

- I will keep my phone and smartwatch turned off and locked inside my Blue Safe Pouch throughout the school day.
- I understand that devices found outside of the pouch without staff permission will be confiscated, and parents will need to collect them from the office.
- I will present documentation and respectfully request staff assistance if I require my phone for medical or educational reasons.
- In case of personal emergencies, I will ask staff to unlock my pouch, with usage supervised as needed.
- If I lose or damage my Blue Safe Pouch, I am responsible for a repair fee of \$5 or a replacement fee of \$15.

For Students Without Phones: If you confirm that your child does not have or will not be bringing a cell phone to school, they will still be issued a Safe Pouch for locking up other distracting items, such as earbuds or smartwatches. Students must bring their Safe Pouch to school daily, even if they do not carry a phone. Should they later decide to bring a phone, it must be secured in the Safe Pouch.

_____ Parent/guardian initials and acknowledgment, along with a copy of documented medical needs or IEPs, will enable the school to discuss and provide the necessary accommodations.

We appreciate your support in creating a more productive and engaging school environment. For questions or further clarification, please contact the school office.

Sincerely,
[Principal's Name]
[School Name]