

CELL PHONE/ELECTRONIC DEVICE POLICY

Grades 7x12 Guidelines and Signed Agreement

The MLC community supports and provides access to chromebooks and computers to meet the learning needs of our students. Here is the updated version of that policy to meet the needs of today's classes, students and **MLC vision of relationship building and engagement.**

Cell phones/ Games/ Electronic Equipment - OFF and AWAY

Personal electronic devices are disruptive and are not allowed during the school day; therefore, all students will give their cell phones to the teacher at the beginning of the period, and the teacher will return the phone at the end of class. Cell phones are allowed during lunch time. If inappropriate use of phones occurs during lunch times students may be asked to turn their phone in for the remainder of the day. If cell phone or electronic device use is discovered in class, teachers will hold onto the phone and on the first offense the student can pick it up from the teacher at the end of class. On the second offense, a parent or guardian will be contacted and the student will need to pick up the phone in the office. On the third offense, a parent or guardian will need to pick up the phone from the office. If there are more than three offenses, the student will need to turn in their phone to the office at the beginning of the day and get it back at the end of the day for a determined amount of time. It is highly recommended that students do not loan these items to a friend, as they are easily lost or stolen or misused. Lost or stolen items are not the responsibility of the school, so exercise caution if you choose to bring these devices to school.

Individual classroom teachers may choose to allow students to use personal technology devices during quiet work time in their classrooms. These teachers will communicate with parents regarding the policy of tech use in their specific classrooms to you if it differs from this policy.

Cell phone cameras are never to be used in the building or on the MLC campus. Camera phones should never be used in private areas such as locker rooms or bathrooms. Students that violate the consent rights of others are subject to discipline including suspension or expulsion. Under extreme cases, prosecution or police action may be necessary.

If parents need to reach students during the school day, please call the main office at (503) 916-5737. Our office will relay a private message or bring the student down to the office to speak with the parent/guardian or return the call. Help us and your student to follow these important expectations to keep the classroom an optimal learning environment with minimal disruption. Please read the revised policy below, sign it, and have your student return it to their Metro or Retro teacher.

A. Students may not use personal electronic devices during class unless that classroom teacher specifically allows the use of personal technology and sends information about classroom tech policies separately. Electronic devices include watches, cell phones, smart watches, headphones and earbuds in the ears, AirPods, iPod, handheld games, and any other electronic distractions.

B. Students may not use personal electronic devices in the hallways, bathrooms, or other spaces in the building. Electronic devices include watches, cell phones, smart watches, **headphones and earbuds in the ears**, AirPods, iPod, handheld games, and any other electronic distractions.

The following steps and consequences will be documented in the front office cell phone policy with the date of each incident:

1. First time – Student meets with the teacher to revisit the cell phone policy. The teacher will record the incident as a stage 1 offense and contact the student's guardian by phone or email. Student will give their phone to the teacher for the remainder of the day.

Date_____ Student initials_____ Staff_____ Details_____

2. Second time - Student meets with an administrator; a stage 2 offense is documented and parent/guardian is contacted. The phone will be stored in the main office and returned to the student at dismissal time.

Date_____ Student initials_____ Staff/Admin_____ Details_____

3. Third time - Student meets with the Administrator and the phone is stored in the main office for the remainder of the day. A parent or guardian/s will need to pick up the phone. A stage 3 offense is documented. Phone is given back to parent/guardian when they come to pick up the phone.

Date_____ Student initials_____ Staff/Admin_____ Details_____

4. More than three incidents will result in the student turning in the phone to the office in the morning and picking up the phone after school.

Date_____ Student initials_____ Staff/Admin_____ Details_____

By signing this form, you agree to the above stated electronic device policy.

Student: _____
First Last

Grade: _____

Parent/Guardian: _____
First Last

Date: _____

Retro/Homeroom Teacher: _____

Date: _____