

## **Whitcomb Cell Phone/ Electronic Expectations 2023-2024**

**What:** All students at Whitcomb will be expected to power down their electronic devices at the beginning of each day and they will remain off until dismissal. Effective October 16, 2023, all students will be assigned a Yondr locking pouch. Students will be required to lock all phones, earbuds and other electronic devices in the pouch during school hours every day.

**Why:** Cell phones pose a substantial disruption to the learning of all students and are not needed in the educational environment for success. All students have Chromebooks to access online materials and are provided with loaners as needed.

### **Process:**

- **Upon arrival to school, students will:**
  - Shut off all phones and personal electronic devices, including earbuds.
  - Put the phone and earbuds inside the Yondr pouch and have the pouch locked by a staff member.
  - Place the pouch in their backpacks or keep it with them until dismissal.
- **Upon dismissal, students will:**
  - Line up at an exit to unlock the Yondr pouch.
  - Unlock their phone pouches on the way out of the building and may use their phone when they exit.
- **If a student arrives late or leaves school early, the student will:**
  - Follow the above process at the main office to lock or unlock their Yondr pouch.

### **Student Responsibility:**

- Students are responsible for bringing their pouches every day to school.
- Students are expected to not tamper with the pouch or intentionally cause any damage.

Any lost or damaged pouch can be exchanged for a new one at the main office. There will be a \$20 replacement fee for any new pouches.

### **Expectations:**

- Cell phones may only be used on school grounds before 7:50 and after 2:30.
- During the instructional day, cell phones must remain in the locked Yondr pouch. Students may keep the pouch with them.
- Wireless headphones are not permitted and should be placed in the Yondr pouch with the cell phone. Wired headphones may only be used during school hours with explicit permission by a staff member.
- If students need to place an emergency phone call during the day, they should request to do so using a classroom or office phone.
- Students will be subject to disciplinary action if they are found to have violated the cell phone expectations.

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### Violations:

- If a student forgets, damages or misplaces their cell phone pouch, the cell phone will be placed in a cell phone locker (AP Office, Main office or Guidance) until the end of the school day.
  - If the pouch is misplaced, damaged or forgotten a second time, the students will be assigned a new pouch and a replacement fee may apply.
  - If the pouch is forgotten, damaged or misplaced a third time, the cell phone will be placed in a cell phone locker (AP Office, Main office or Guidance) every day.
- If students violate the school's cell phone expectations, the following will occur:
  - First offense:
    - Cell phone will be confiscated by a staff member and placed in a cell phone locker (AP Office, Main office or Guidance) until the end of the school day.
  - Second Offense:
    - Cell phone will be confiscated by a staff member and placed in a cell phone locker (AP Office, Main office or Guidance) until the end of the school day.
    - Parents will be contacted and informed of the violation of the school's cell phone expectations.
  - Third offense:
    - Cell phone will be confiscated by a staff member and placed in a cell phone locker (AP Office, Main office or Guidance).
    - Parents will be contacted and informed of the violation of the school's cell phone expectations.
    - Students will be required to place their cell phone in a cell phone locker every day.

Student Name (printed): \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student Acknowledgment (signature): \_\_\_\_\_