

O'Connell College Preparatory School

Cell Phone/Electronic Device Policy

2018-2019

Cell phones/electronic devices and their use have become a huge issue at O'Connell. In order to respect the important work of the classroom and the teaching and learning environment, this document, which must be signed by students and parents/guardians, is to clarify the cell phone/electronic devices policy for the school. The policy is:

- ◆ Cell phones/electronic devices may be used before the morning bell rings, at lunch time and after school....Monday through Friday.
 - ◆ Cell phones/electronic devices must be turned OFF before you enter any classroom, office, library, locker room, lab, Mass, or theater, and must not be visible under any circumstances - even though they are OFF.
 - ◆ If a cell phones/ electronic device rings, vibrates, is used for any reason or is visible anytime during class time or you are caught using it during class time while walking around or in restrooms on campus, you will be asked to surrender it.
 - ◆ Phones/devices may be collected by teachers during a Quiz/Test, at the beginning of class, or at their discretion. You will be asked to surrender it.
 - ◆ Refusal to surrender your phone when asked is defiance. Defiance can result in suspension and your parent will be contacted.
 - ◆ **First Offense** ~ the device will be held in the main office and a detention will be issued. Cell phone confiscation incurs a retrieval charge of \$15. Devices may only be retrieved by a parent.
 - ◆ **Second Offense** ~ the device will remain in the main office; two detentions will be assigned. Cell phone confiscation incurs a retrieval charge of \$30. Devices may only be retrieved by a parent.
 - ◆ **Third Offense** ~ the device will remain in the main office until a parent retrieves it, and in-house suspension will be assigned. Cell phone confiscation incurs a retrieval charge of \$45.
 - ◆ There will be repercussions if any social media post is found to have occurred during school hours.
- *Exception*** From time to time, teachers may allow use of cell phones/devices for research and learning purposes in class. It is only under these supervised circumstances that usage is permitted in the classroom.

The faculty and staff of O'Connell College Preparatory School ask for your FULL co-operation with our policy. Students will not respect this policy if they believe their parents will bail them out of the consequence. Per the Student/Parent handbook –

CELL PHONES: Parents wishing to contact their child during the school day should call the office on (409) 765-5534 and leave a message. The student will be notified of the message at the earliest possible time. Cell phones are **not** to be used during the school day or in the school building (other than at lunch time), must not be visible, and should remain in the off mode at all other times. **Therefore, parents may not contact their students using these devices during school hours except during lunch time.**

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Please retain page one for your reference. Page 2 must be signed and returned to the front office no later than August 14th, 2018.

We have read and fully understand this cell phone/electronic device policy. By signing below, we acknowledge its existence, and accept its content.

Student Name (please print)

Date

Student Signature

Parent/Guardian 1 - Name (please print)

Date

Parent/Guardian Signature

Parent/Guardian 2 - Name (please print)

Date

Parent/Guardian Signature

RECEIVED BY: _____ DATE: _____