



## Cell Phone & Electronic Device (including Chromebooks) Violation Policy and Form

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, and method of illegal exchange of information. The ringing of the cell phone or incoming texts takes away from the valuable time needed for instruction and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency, and our protocol is to manage such emergencies safely and effectively. Parents are urged to utilize the school phone to relay any messages that may be urgent to their child. We will ensure that urgent information is relayed to your child. With this plan, we will help students be present within the classroom setting to get the most out of their education. Beginning the 2024-2025 school year, the following expectations will be in effect for all Haggard MS students:

- All students will receive a district-issued Chromebook. Students are expected to take care of their Chromebooks & keep them protected in the district-provided clear cover. Students will be held accountable for lost and damaged Chromebooks, cases, and chargers.
- Cell phones, AirPods, headphones, earbuds, smartwatches, and other electronic devices can be used in a school-appropriate manner **before** the start of the school day.
- Smartwatches are permitted as a **time-telling device only**. Using a smartwatch for anything beyond the basic function of time telling violates electronic device policy.
- At 8:15 A.M., all cell phones, AirPods, headphones, earbuds, smartwatches, and other electronic devices must be put away and out of sight. This means that the device is powered off and kept in your backpack (**INVISIBLE MEANS INVISIBLE**).  
*\*\*If your student has a documented medical need to use their phone during the day, please reach out to our school nurse to ensure we are aware\*\**
- Students are not permitted to use electronic devices during passing periods (hallways) and the student's assigned lunch.
- Teachers may allow students to access their cell phones during class for **instructional purposes only**.
- At 3:45 P.M., students can power on their phones and return to using them.
- In case of an urgent need or emergency, parents can contact their child and a message will be relayed to the student from the front office at 469-752-5400.
- If your student needs to contact you, they may use a classroom teacher's school phone, the school phone in the front office, or the phone in the counselor's office.

### **Possession of Telecommunications or Other Electronic Devices-**

Students **may not talk** on their cell phones during class. **Students shall not:** Display, turn on, or use telecommunications or other electronic devices, including a cellular telephone, or other electronic devices in violation of district and campus rules.

If a cell phone or electronic device is seen, heard, or used in violation of the policy, it will be confiscated and turned in to the front office. The following consequences will result:

- **First Offense** - The student receives a verbal and/or written warning and must comply with the HMS device policy. A parent will be notified.
- **Second Offense** - The teacher confiscates the item but returns it at the end of the period. A parent will be notified.
- **Third Offense** - The teacher confiscates and turns the device into the front office. The student must meet with an administrator to retrieve the item. A detention will be assigned. The item will be returned to the student at the end of the day. A parent will be notified.
- **Any additional offenses**- The cell phone/electronic device is confiscated until a conference is held with the student, the parent, and the administrator to resolve the issue of concern. Students will be allowed to use the front office phone to contact the parent(s). *The student will be expected to check in the device at the start of each school day, and the student will retrieve the device at the end of the school day.*

If any severe violation of the cell phone/electronic device policy- (i.e. cheating with cell phones or any major disruptions of the learning environment) occurs, the cell phone/electronic device will be confiscated until a parent/guardian makes contact with an administrator; other disciplinary action may be taken depending upon the offense.

If another student owns the cell phone/electronic device in question, both students may receive disciplinary action. *If a student refuses to comply with a faculty and/or administrator request to surrender their cell phone or electronic device, he/she will be considered insubordinate and additional disciplinary actions will be given.*

**Cell phone and electronic device violations are cumulative for the school year.**