



Cell Phone & Listening device Policy

While personal computers and tablets are vital to today's education of students, the use of cell phones or mobile phones should be limited to before and after the school day as a deterrent to the disruption or interference to school activities and operations.

To support student engagement in an environment free of distractions during class time and throughout the school day, mobile electronic communication and listening devices such as cell phones, smart watches, earbuds, and headphones are not to be used in school. This policy encourages students to focus on their learning and social interactions during school hours.

Elementary School:

Cell phones, smartwatches, and other personal listening devices are not part of the required school materials and **do not belong in the elementary school environment**. These devices can distract from authentic learning, collaboration, and the development of social-emotional skills.

We understand the need for quick communication. If a student forgets a necessary item (like a swim kit or uniform) or needs to call home for another reason, they may use the **Elementary School Office phone at any time** during the school day.

Students who bring these devices to school will be asked to immediately turn them in to the Elementary Office for safekeeping. Parents will be contacted and will be required to pick up the device at the end of the school day.

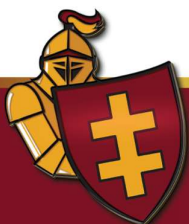
Middle School:

Students who bring **cell phones, smart watches, earbuds, or other listening devices** will be asked to **keep them in their school bag in off mode** at all times while on campus. Those not complying will have their device(s) confiscated. Parents may be asked to pick up the device at the end of the day for repeat offenses.

We understand the need for quick communication. If a student forgets a necessary item (like a swim kit or uniform) or needs to call home for another reason, they may use the **Front Office phone during the school day**.

High School:

- **Cell phones to be placed in a Hanging Pocket each morning.** If cell phones are brought to the school, they should be put straight into a Phone Hanging Pocket in the student's **FIRST period** class of the day and not be accessed until the end of the school day.
- **Earbuds and headphones of any type must remain in the student's bag and out of sight during the entire school day.**





- No electronic device may be used in bathrooms, locker rooms, or any other location where the use could violate another person's reasonable expectation of privacy.
- Students may not use any device to take a photo image of anyone without their knowledge and permission.

School administration or staff may confiscate a student's mobile or electronic devices for violations of this policy.

Families and students may use the main office when communicating messages from home or school. The campus is not responsible for any damaged, lost, or stolen electronic device.

Teachers may seek exemptions to this policy from **SNA Marianapolis International School administration** for specific classes requiring the use of mobile communications devices.

When a violation of this policy occurs, **SNA Marianapolis International School** teachers and administration will follow the process outlined below and may deviate from these steps as needed.

- 1st violation - student is issued a verbal warning by staff. This warning is issued only one time per staff member per student, not one time per day.
- 2nd offense – Staff will confiscate the device and contact the Secondary office to ask for support. Office staff or administration will contact parents. The student may pick up their device at the end of the day.
- 3rd offense – Same as 2nd offense, except parents will be asked to come to school to retrieve the device and have a meeting with school administration.
- 4th offense – Same as 3rd offense, except student will be placed on a mobile device contract that may require them to turn in their phone to the Secondary office every day.

