

MHS Cell Phone Expectations 24-25



Possession of Portable Electronic Equipment (per Board Policy 7:190)

Cell phones can be a valuable tool for communication and learning, but their use in a school setting requires guidelines to ensure a focused and respectful environment. This outlines the expectations for responsible cell phone use at Mundelein High School District 120.

Definitions:

- **Personal electronic devices** include cell phones, video recording devices, earbuds or bluetooth headphones.
- **Instructional classes** are defined as classes that are credit-bearing.
- **Emergency Situations:** Students will have access to their cell phones in the classroom if it is determined to be the safest, necessary, and most appropriate action. Our staff are prepared to handle emergencies and will prioritize your safety above all else. Our school has procedures in place to address emergency situations effectively, regardless of cell phone access. Our staff members are trained to respond quickly and appropriately to any emergency that may arise, and we have systems in place to communicate with emergency services and notify parents or guardians as needed.

Electronic Devices & Expectations

Personal electronic devices are discouraged at school. The school is not responsible for the loss, damage, or theft of any electronic device brought to school. Should students and parents wish to bring their own technology devices to school, parents and students acknowledge this risk and may choose to do so at their own discretion while abiding by all expectations below. Teachers will clearly share their classroom storage system both verbally and in writing so students will understand the expectations.

1. At the beginning of instructional classes or when entering student support spaces, all personal electronic devices must **either** be stored in student lockers **or** kept powered off and turned into the storage system. Students who use the washroom during instructional classes must leave their devices in the storage system.
 - a. The only applicable exemptions include:
 - i. An emergency situation where it is safe, necessary, and most appropriate to collect personal electronic devices.
 - ii. Provisions within a student's IEP, 504 plan, or medical plan.
2. Students will be provided time within the last minute of class to grab their electronic devices before the bell.

Permitted Use Areas

Students have permission to use their personal electronic devices responsibly in the following areas:

- Hallways (during passing periods only)
- Cafeteria (during assigned lunch period)
- Study halls
- Media Center
- Study Cafe

Prohibited Use Areas

The expectation is that the device is silent, out of sight, and not in use in the following areas:

- Hallways during instructional periods
- Assessment Center, Mustang Center
- Instructional spaces
- Student Support spaces (Nursing Office, Wellness Center, Restorative Center, Math Lab, Lit Center)
- Restrooms and locker rooms (or areas where privacy is expected or electronic device use is prohibited by law)



Procedural Management & Consequences for violating the above-mentioned cell phone policy will result in the following:

Reminder and Warnings <i>Teachers & Staff</i>	*Day 1	1) Verbal warning by staff a) Warning was heeded: No further action b) Warning not heeded: Teacher talks with student individually
	*Day 2	2) Cell phone violation a) Teacher / guardian contact and log
Insubordination <i>Department Chairs & Deans</i>	*Day 3	3) Teacher sends student to drop phone-off device in Deans' office for remainder of the day a) Teacher writes referral b) DC review referral i) DC support teacher ii) DC forward to Dean c) Parent contact by student or administrator
Gross Insubordination <i>Deans & SST</i>	*Day 4 + beyond	4) Cell phone stored in the dean's office for the remainder of the day/ week a) Student(s) / Guardians may pick up the phone at the end of day b) Parent/guardian meeting c) Further loss of privileges or progressive discipline as applicable in our student handbook

*Days do not have to be consecutive

Staff Expectations

- No exceptions based on good behavior or level of class
- Consistency and fidelity of implementation (Danielson Domain 2)
- Be mindful of personal cell phone usage during instructional time
- Be mindful of transfers / new students