



## **DSST Cole Middle School Cellphone/Device Policy**

*The purpose of DSST Public Schools Cellphone/Device Policy is to create a safe and respectful community where students can focus exclusively on learning and building relationships, without the distractions of phones, headphones, or non-academic computing platforms. Technology is available from the beginning to the end of the school day.*

### **Cell Phones**

Cell phones and backpacks must be kept in lockers at all times during the school day. Each student has their own combination locker to protect their belongings. Cell phones may not be kept on their person or in their bags.

- Cell phones may **not** be used at any time during the school day, both in the school building and on school grounds (e.g., during recess).
- Cell phones may be used outside the building before and after school.
- Cell phones must be turned off and ready for storage before entering advisory in the morning, and must remain in lockers until leaving the school building.
- If students are involved in any type of altercation involving social media, each student will be placed on a plan requiring them to check in and check out their device each day for the remainder of the quarter.
- If any student is found to be recording an altercation involving other Cole students, they will be placed on a plan requiring them to check in and check out their device each day for the remainder of the quarter.

### **Consequences of repeated device misuse:**

If your student has their device during the day, the following process will be followed

- **1st incident-**
  - A staff member will collect the device and put it in the lockbox located in the Front Office. The student will collect said device from the Front Office at the end of the school day. (Communicated via Bloomz)
- **2nd incident-**
  - Dean will collect the device and call the parent/guardian to have it picked up by a household member listed in Infinite Campus.
- **3rd incident-**
  - The student will be placed on a plan requiring them to check in and check out their device each day for the remainder of the quarter.
- If a student becomes defiant upon dean check in regards to the device, we will then follow a consequence cycle which can result in either Responsibility Prep, Dean Intervention, In-school or Out-of-School suspension.

### Headphones/Smartwatches/Other Smart Technology

All personal electronic devices — including AirPods, headphones, smartwatches, and similar technology — fall under the same expectations as the cell phone policy. These devices must be powered off and stored in lockers throughout the school day.

- **Headphones** may not be on a student's person at any time during the school day, unless explicitly approved by a teacher for academic purposes using school-issued equipment only.

### Teacher/Adult Action

**If a student is caught with a cell phone or device during the school day, adult/staff will:**

1. **Remind** the student that Cole is a **cell phone-free campus** and politely ask them to turn in their device so it can be picked up by an administrator or culture team member.  
Note: Staff should not escalate the situation if a student refuses. Simply assign a DI and move to Step 2.
2. **Notify the Culture/Admin Team** by sending a message in the **Grade Level Behavior Chat**. (Example message: "Student A has their phone out/in their pocket and is refusing to turn it in. Requesting admin support for pickup.")
3. A **Culture Team or Admin** member will respond to the Behavior Chat and retrieve the device.
  - If the staff member has already collected the phone, they should hand it to the Culture Team member, who will deliver it to the Front Office lockbox.
  - All devices placed in the lockbox must be **clearly labeled with the student's name**.
4. **Device Return at Dismissal:**
  - If this is the student's **first infraction**, they may pick up their phone from the Front Office at the end of the school day.

### Phone Plans

A **Cell Phone Plan** is a structured accountability system used when a student repeatedly misuses a device or is involved in a serious incident involving technology.

**While on the plan:**

- The student must **check in and check out their device daily upon arrival** for the duration

of the assigned period.

- The device will be **secured in a lockbox** and returned at dismissal.
- Students may **not access their phone at any point during the day**, unless explicitly permitted by staff for a school-related emergency.

### **Breaking a Cell Phone Plan (Escalation Protocol):**

#### **1st Violation of Plan:**

- Parent/guardian is contacted by phone with next steps.
- Student is reminded of the plan parameters and expectations.

#### **2nd and Any Further Violations (Same Quarter):**

- **Mandatory in-person meeting** with parent/guardian and a Dean.
- Student is assigned **an additional quarter** on the plan.
- Families are walked through the school's phone policy and supporting research on its impact on learning.