

# STEDMAN

## —ELEMENTARY—

### **Stedman Electronic Device Protocol**

To ensure a safe and equitable learning environment, minimize disruptions during the school day and maximize instructional time, cell phones and any electronic devices with cellular capabilities such as smartwatches, Ipads, tablets etc. will be collected by classroom teachers at arrival and returned at dismissal each day. This protocol outlines the procedures for teachers to collect student electronic devices.

#### **Collection of Electronic Devices**

##### Arrival Time

- Students are required to turn in their electronic devices upon arrival to class.
- Collection will take place in the classroom and electronic devices will be collected by teachers.

##### Collection Process

- Each classroom will have a labeled collection container or lockable storage unit.
- Students must turn off their electronic devices before placing them in the collection container.
- Teachers will use a class roster to log collected electronic devices.

##### Storage

- Electronic devices will be stored in a secure location within the classroom or front office to ensure they are protected throughout the day.

##### Use of Electronic Devices During the Day

- Students will not have access to their electronic devices throughout the school day except under special circumstances outlined by the Culture Team or in emergencies.
- Teachers needing to use student electronic devices for educational purposes must supervise their usage and ensure electronic devices are returned to storage immediately after use.

#### **Return of Electronic Devices**

##### End of Day

- Electronic devices will be distributed back to students prior to dismissal.
- Teachers will use the log to ensure each student receives their electronic devices.

##### Exceptions & Emergencies

- Students with documented medical needs or (IEPs/504s) that require access to electronic devices will be accommodated on a case-by-case basis.

- In the event of an emergency, parents/guardians can contact the school office, and students will be allowed to use the electronic device in the classroom or front office.

#### Failure to follow protocol

- Any students refusing to follow the collection process or using electronic devices during unauthorized times will face disciplinary actions in accordance with the Stedman School-wide Culture Plan.

#### **Coherence**

This protocol will be followed by all staff and monitored by school administration. Feedback from both students and teachers will be reviewed periodically to assess the protocol's effectiveness and make necessary adjustments.

#### **Communication**

Students and parents/guardians will be informed of this protocol through multiple channels, including school newsletters, our school website and announcements.

A copy of this protocol will also be distributed at the beginning of the school year and available on the school website.