

**2019-2020 Quail Hollow Middle School (QHMS)
Student Personal Technology Use**

Definition of “Personal Technology Devices”

For the purpose of this school practice, “Personal Technology Devices” include all technology devices beyond a school-issued Chromebook, excluding devices that are documented as part of a student’s 504 Plan, IEP, or medical plan to support documented needs. Personal Technology Devices include but are not limited to cell phones (with or without service), music players, speakers, gaming devices, and the like.

Headphones/earbuds worn outside teacher-condoned instructional experiences follow the same guidelines as other “Personal Technology Devices.”

Devices worn on the wrist such as Fitbits and Apple Watches are permitted as long as they do not produce noise and are not used for communication purposes when at school.

Purpose

The purpose of school is to learn. We want students to use technology to support their learning. We are committed to limiting distractions from the educational environment to support learning. We are also committed to teaching students that they are able to function as whole people without the use of personal technology devices.

Expectations

Chromebooks are provided by the school to all students to ensure students have technology to support their learning. CMS-owned Chromebooks ensure students are connected to a filtered internet network to ensure safe access while at school. Teachers are trained to support learning on Chromebooks and can provide consistent directions for students to use school-issued Chromebooks. Should damage occur to a school-issued device while in use at school, the school has the resources to repair or replace a school-issued device.

School-issued Chromebooks allow students to do anything they need to do to support learning during the school day. This includes watching videos and listening to music when it is permitted by the teacher to support learning.

Personal Technology Devices may not be seen or heard by school staff during the school day from the time students enter the school until the time the announcement is made to begin the afternoon dismissal procedure (approximately 4:10). This includes during lunch and between classes.

We understand that students may need to have devices with them so they are able to communicate with parents and guardians before and after school hours. Devices should simply be turned off and out of sight during the scheduled school day.

Parents/guardians should call the school at 980-343-3620 should they need to relay an urgent message to their child during the school day. If a parent/guardian needs to communicate with a student about their afternoon dismissal plans, parents/guardians may communicate to their student’s Personal Technology Device, knowing the student will be able to check messages at the start of the dismissal procedure (approximately 4:10 PM).

If a student has an emergency and needs to communicate with a parent/guardian (for example, calling home from the nurse's office), a staff member may give permission to a student to take out their Personal Technology Device to contact their parent under the staff member's supervision.

This practice applies to all school day events, both on and off campus unless explicitly communicated by school personnel. Separate guidelines will be provided for overnight school trips.

Consequences

Notes:

- All confiscated devices will be submitted to the front office* for safe keeping and documentation.
- Should a student refuse to give the device to the staff member who saw it or heard it, the incident will be treated as "insubordination," in addition to consequences being assigned (as outlined below) for use of a Personal Technology Device during school hours.

1st Offense: The device will be taken by the staff member who sees or hears it and returned by the front office* at the end of the current school day.

2nd Offense: The device will be taken by the staff member who sees or hears it and returned by the front office* at the end of the current school day. For four additional school days, the student will turn their device in to the front office* during morning arrival and pick it up again during afternoon dismissal.

Note: If a student falsely claims not to have their device at school during this time, they will receive additional consequences for insubordination and the five day period will re-start.

3rd+ Offense: The device will be taken by the staff member who sees or hears it and returned by the front office* at the end of the current school day. For nine additional school days, the student will turn their device in to the front office* during morning arrival and pick it up again during afternoon dismissal.

Note: If a student falsely claims not to have their device at school during this time, they will receive additional consequences for insubordination and the ten day period will re-start.

* Front Office or other designated location/staff member.

Acknowledgement

I _____ (print parent/guardian name) acknowledge receiving the Quail Hollow Middle School Student Personal Technology Use Practices. I understand my child will be held accountable to complying with these expectations.

Signed: _____

Date: _____

Your Student's Name: _____

Note: The QHMS Personal Technology Use Practices will be taught and reinforced for all students, regardless of parent acknowledgement.