

ST. ROSE OF LIMA CATHOLIC SCHOOL

520 Nat Washington Way, Ephrata, WA 98823 Fax: 509-754-9274 Phone: 509-754-4901S

STUDENT & PARENTS MUST SIGN THE ELECTRONICS USE AGREEMENT. Personal electronic devices including, but not limited to cell phones, **iPads, iPods, video game players, MP3 players**, etc., create a disruption to the educational process. Furthermore, these devices can be targets of student theft and are seldom recovered. It is strongly recommended that students leave these devices at home. St Rose does not accept responsibility for loss or theft of any of these items while on campus or at school events.

Students using or displaying any electronic devices in any area of the St. Rose school campus during school hours (upon arriving at school until the 2:35 dismissal bell) will have them confiscated and will be subject to discipline. Devices used for reading only may be used only in the classroom under teacher supervision. All cell phones/apple watches (or similar products) must be turned off and put away during these hours.

Consequences for violating the electronic device use policy will be:

- First offense: The device will be held in the main office. Students will receive an infraction letter. They will be required to read and sign the policy when the device is picked up at the end of the school day. They will fill out an examination of conscience form.
- Second Offense: The device will be held in the main office for parent pick-up. The student will, again, sign the infraction letter. The parent/guardian will also be required to sign the infraction letter. An examination of conscience form will be filled out and Father will be notified.
- Subsequent offence(s): The device will be held in the main office for parent pick up. Student will receive discipline subject to administrative discretion such as: no cell phone allowed in the school, in school suspension. A conference will be set with parents, staff, and Father.

Note: If the incident also includes violation of other school rules, additional discipline may be applied subject to administrative discretion.

STUDENT ELECTRONIC DEVICE INFRACTION PROCEDURE:

- Teacher confiscates device from student.
- The personal electronic device will be given to Principal.
- The electronic device will be placed in a secure location.
- Discipline will be administered according to the above-listed process.
- Student signs the infraction letter prior to the return of device

If the student refuses to give the electronic device to teacher, the teacher will explain choice to student of giving device to teacher or facing further consequences.

If the student still refuses, without further confrontation, the teacher will call the office and request an administrator to remove the student from class.

The student will be escorted to the office and receive discipline for electronic device use infraction and for defiance.

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520 Nat Washington Way, Ephrata, WA 98823 Fax: 509-754-9274 Phone: 509-754-4901S

Amy Krautscheid, Principal

Date: _____

Dear Parent,

Your student _____ was referred to the office for violation of the policy regarding personal electronic devices. A copy of the policy is on the back of this letter.

The device was confiscated and sent to the office. I met with your child at the end of the school day. Your child's consequence for the violation of the policy is as follows:

- Your child read and signed the personal electronic use policy (device returned to Student). Examination of conscience form filled out.
- Students and parents are required to review and sign the personal electronic use policy (Parent required to pick up electronic device in the office). Examination of conscience form filled out. Father notified.
- Personal electronic devices banned from campus until: _____. Conference with Father and parents.
- Other: _____

Your support of this policy is needed and appreciated. If you have any questions, please feel free to contact me at 754-4901.

Sincerely,
Amy Krautscheid, Principal
St Rose of Lima Catholic School

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I have read and agree to follow the personal electronics device policy on the back of this letter. I understand that further violations of this policy will result in additional discipline.

_____ Student Name Student Name Student Name

_____ Parent Signature Print Name Date