

## North Shore High School

### Protocol for Teachers Handling Students' Electronic Devices 2023-2024



Students are not to have unauthorized electronic devices in hallways or classrooms at any time. Unauthorized electronic devices include, but are not limited to, cell phones, laptops, cameras, handheld videogames, or any other electronic device not issued by the school or permitted by the classroom teacher.

The first time a student has an unauthorized electronic device out in class, the teacher will warn the student to put it away and inform the student that if it is seen out again, that the device will be confiscated by the teacher.

If a student takes out the electronic device again, whether the same day as the first infraction or not, the teacher is to confiscate the item and keep it on his or her person. If the teacher is unable to keep it on his or her person, the teacher should call for a hall monitor from the nearest hallway. The hall monitor will take the item and record the teacher's and student's names. The hall monitor will then immediately call security over the radio and security will come to the hall monitor, take the item with the teacher's and student's names, and deliver it to one of the secretaries in the main office. The secretaries will then give the item to one of the assistant principals and the assistant principal will speak with the student at the end of the day, assign detention, contact the parent, and return the unauthorized electronic item to the student.

If the teacher is able to keep the unauthorized electronic item on his/her person, the teacher should bring the item down to the main office during their next non-teaching period. After that, the process above will be followed.

If a student refuses to hand over the electronic device to the teacher, they will restate the official school policy regarding electronic devices and indicate that a discipline referral must be completed by the teacher for insubordination and use of the unauthorized device. The teacher should write this referral as soon as possible and bring it to the main office\*.

\*Teachers must make parental contact whenever one of their students has an unauthorized electronic device in class and dismisses or ignores the teacher's request to put the device away.