

Cell Phone Use Policy at St. Gerard Majella School 2018-2019

This policy is meant to help keep the focus on education in classrooms and other study areas while respecting the needs of our students to use their cameras, camcorders, phones and other electronic devices for educational purposes. A cell phone, personal wireless device--such as tablet, Kindle, gaming device etc., camera or video recorder can be used for educational projects, photo class, and movie classes when supervised by a teacher.

- Cell phones must not disrupt education or school activities.
- Students may not use cell phones or other devices to send messages of any kind (voice, text, video, or photo) during school hours. Students who need to contact a parent must do so from the school office.
- Students may not use a cell phone or other device to check for messages during school hours. Families should contact a student through the school office.
- The use of camera and video phones is absolutely forbidden **at any time** in private areas, such as bathrooms and dressing areas.
- If unauthorized use of a camera, camera-phone, iPad, iPod, or other photo-taking device is observed by staff, during school hours or school-related activities (service projects, clubs, etc.), the device will be taken away until claimed by a parent/guardian.
- Photos and videos captured as part of a class assignment are not to be posted or displayed on public sites, such as YouTube, Facebook, Instagram, Twitter, SnapChat, etc.
- Students may not use personal electronic devices belonging to the teacher for any purpose.
- The school is not responsible for a student's lost or stolen cell phone or device.

When I use a camera, phone, iPad, or other device to capture images or videos at school, I promise to:

- Use the device according to the guidelines above.
- Always silence the ringtone.
- Use it only for educational purposes.
- Use it only when authorized by a teacher.
- Never disrupt a class.
- Never use the camera or phone during school assemblies, recess, etc. unless specifically authorized by a teacher.
- Never use it to send messages of any kind to others (voice, text, video, or photo).
- Never use it to try to access social media, such as Instagram, Facebook, Twitter, SnapChat, FaceTime, or other.
- Never post photos or videos taken at school on social networks or websites, such as YouTube or Facebook.

student signature

date

parent signature

date
