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## **LABBB Collaborative Limited Use Cell Phone and Electronic Device Protocol**

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LABBB Collaborative is committed to fostering a school environment that prioritizes engaged learning, supports the development of social skills, and promotes the overall well-being of our students. To achieve this, LABBB has a limited use protocol. This means that phones are allowed during designated times throughout the day, e.g., transition times, lunch and placed in backpacks or in designated areas in the classroom or worksite. Implementation of this protocol varies by grade level, as further described below.

### **Definition of Personal Electronic Devices:**

Personal electronic devices ("devices" as used herein) are defined as any electronic device utilized to access the internet, wi-fi, cellular telephone signals, or to capture or play images or video. These include, but are not limited to, smartphones, smartglasses, mobile phones, headphones, earbuds, smartwatches, tablets, laptops, and gaming devices.

*The school reserves the right to classify additional devices as personal electronic devices.*

### **Grade-Level Procedures**

#### ***Elementary School:***

- Protocol: Students are not permitted to bring cell phones or devices to school.  
If Brought to School: Cell phones and other devices must be checked in with the LABBB staff upon arrival and stored securely for the duration of the school day. They will be returned to students at the end of the day. Parents will receive a call from the school requesting that personal devices be left at home.

#### ***Middle School and High School Procedure:***

- The use of a cell phone for any reason in school is a privilege. The use of a cell phone is defined as but not limited to talking, messaging, photographing, Internet usage, game playing, and any other software/app usage found on a phone. Cell phones are to remain on silent at all times.
- The respectful, non-disruptive use of cell phones is permitted before the first class begins at 8:00 am, in the school cafeteria during lunch period, and after the last class ONLY when the teacher dismisses/gives permission. Cell phones must be placed in the assigned cell phone storage space upon entering each class. They must be silent when placed in the assigned storage space. They may only be retrieved or used once directed by the teacher.
- Bluetooth enabled devices (speakers, earbuds, headphones) are not permitted to be worn in class and must be put away securely by the student in their backpack or left with the teacher.
- Headphones/earbuds are only permitted with teacher permission or as an IEP accommodation. Headphones/earbuds must be connected to the Chromebook/iPad, not the student's cell phone, and the cell phone must be powered off.

## High School Student Cell Phone Use

Time of Day	Personal Cell Phone Use	Further Explanation
Transition Between Classes	<b>NOT ALLOWED</b>	Students must focus on arriving in class on time and getting on transportation to go home on time
Bathrooms	<b>NOT ALLOWED</b>	The bathroom is a private space
Instructional/Work Time	<b>NOT ALLOWED</b>	Unless specifically directed by a teacher/worksite supervisor for the purposes of a lesson/work task
Earned Breaks	<b>ALLOWED</b>	With staff approval and/or according to individual behavior support plan or classroom-wide reinforcement system
Lunch/Recess	<b>ALLOWED</b>	With staff approval, students may use personal cell phones during their allotted lunch in compliance with all school rules
In-School Suspension/ Reset Room/Quiet Area	<b>NOT ALLOWED</b>	Cell phones are not allowed at any time while serving In-School Suspension/Reset Room/Quiet Area

During times that devices are **NOT ALLOWED** to be used, LABBB will provide lock boxes for safe storage. For students out at a worksite, the devices should remain off and away in the student's bag.

### Response to Procedure Violations:

**First incident:** The student will be asked to put the cell phone in the designated area and the program coordinator will be notified. The student can retrieve the device at the end of the day.


**Second incident:** The cell phone or device will be confiscated and placed in the designated storage location for the remainder of the school day. A school administrator will have a conversation with the student and contact the parent/guardian.

**Third incident:** A meeting will be held with the student, parent/guardian, and school administrator (and school counselor or other staff, as appropriate) to review the protocol and develop a written "Cell Phone/Personal Device Action Plan."

*Repeat incidents (more than 2) may result in the loss of the privilege to bring personal devices to school. Beginning with the third incident, a meeting with the student and parent/guardian will be scheduled each time the protocol is violated. At the meeting, the Action Plan will be modified as necessary and underlying needs of the student that may be contributing to repeated non-compliance will be discussed and addressed.*

## Parent-Student Communication During School Day:

Students needing to contact a parent/guardian during the school day may do so by using the phone provided in their classroom/program. Parent/guardian and emergency contact numbers should be kept current.

Parents/guardians needing to reach their student during the school day can contact the LABBB office  LABBB Office Contact Information . This information is also found on our website. The school will ensure urgent messages are promptly relayed.

## Accommodations:

If a student has a disability or medical condition that requires a cell phone, or other device, the accommodation will be noted in the student's IEP, 504 Plan, or health plan. The special education team coordinator or health office will notify appropriate staff of the necessary accommodations.

Students with outside responsibilities, such as after-school jobs or caregiving, should make all plans prior to the school day. If there is a need for a student to access their cell phone during the school day, they may do so in the front office or other designated location, and only with the permission of a school administrator.

Families should make arrangements with their child that don't rely upon their child having access to a cell phone or device during school hours.

**School events:** Students may not use cell phones or other devices at school-sponsored events.

## Please Note:

- LABBB is not responsible for lost or stolen cell phones or devices.
- As with all personal property brought onto school premises, cell phones, etc. are subject to search and seizure with reasonable suspicion that the device has been used in any way that violates school rules or laws.

## Acceptable Use Policy for Technology

Technology allows for educators and schools to adapt to their students' needs - creating a more engaging, effective, and accessible environment. The school provides a Chromebook/iPad, charger, headset (optional) and mouse (optional) to each student for in school educational use.

## Student Expectations:

- **Be respectful and responsible**
  - Carry and store your Chromebook/iPad safely
  - Take care of your Chromebook/iPad and report any issues or damage immediately
  - No personal stickers: only stickers allowed on the Chromebooks/iPads are the name label and library barcode label.
  - No eating or drinking anything while using the Chromebook/iPad
  - No putting heavy objects on top of the Chromebook/iPad
- **Log in using your LABBB/host school account only** [firstinitiallastname@labbb.net]. This is the only account that will be allowed to be used on the LABBB Chromebooks/iPads
- Students in RISE, inclusion classes and dual enrollment may utilize appropriate alternate emails as directed by staff.
- **Email** is to be used appropriately and in compliance with all school policies
- **Browsing:** Students must follow all school rules and technology-related laws when browsing on their assigned device or using any apps. LABBB monitors student use of assigned devices including websites visited, search and download history, etc.

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Smart watches are to be used **as watches only** during the school day. Students may not use these for texting, calls, games, etc.

**All** digital school work will be done via LABBB Chromebooks/iPads when at school. Students will share their LABBB account password only with the school, never with friends.

#### **Online Safety Rules for Students:**

- Always treat people online with respect, using only polite and acceptable language.
- Do not reply to messages that are mean or in any way make you feel uncomfortable.
- Notify your teacher right away if you receive any upsetting messages.
- Bullying online in any way is not tolerated. This can include sending pictures, sharing videos, spreading gossip, setting up fake profiles or saying cruel things about people. Refer to LABBB's Anti-Bullying policy for more details.
- If a student has difficulty managing the completion of classwork and/or homework due online distractions LABBB staff may develop a plan to restrict and/or withdraw a student's school issued Chromebook/iPad usage for a period of time.
  - In addition a technology plan, instruction of targeted skill development and education regarding appropriate and functional technology usage will be simultaneously provided to the student.

#### **Cell Phone Use at Home:**

We recommend you supervise your child when they are using the internet. This is an area in which students need a great deal of structure. Use of inappropriate websites, e-mail, messaging, gaming platforms, and social media that occur at home are not the school's responsibility. We encourage parents/guardians and students to have open conversations regarding inappropriate communication through email, messaging, gaming platforms, and social media outside of school. LABBB's obligation is to make sure that these unfortunate situations do not affect the students and their ability to learn in school. Refer to Bullying Prevention and Intervention Plan for guidelines.

#### **By signing below, the parent/guardian and student acknowledge and agree as follows:**

We have reviewed and understand the LABBB Electronic Device/Phone Protocol. We agree that we will work together with each other and with Collaborative staff to make sure that the student follows the LABBB Cell Phone/Electronic Device Protocol.

**Please note: You will be asked to fill in your name acknowledging that you and your student have read and understood the protocol at the end of the Google form.**