



# 2019-2020 Westside High School Campus-Wide Cell Phone/Device Policy

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**Includes:**

Cell Phones  
Ear Buds

Blue Tooth Devices  
Air Pods

Head Phones  
Other Electronic Devices  
(except school laptops)

Rationale for limiting student cell phone/device use during the school day:

- Cell phone use causes a distraction for the user, other students, and the teacher during instruction;
- Cell phones have been used as tools in incidents of compromised academic honesty;
- Research studies show negative impact of cell phone use on student learning outcomes;
- HISD students have the privilege of utilizing school-issued laptops making cell phones less useful for academic purposes;
- The aim is to establish a balance between academic focus and responsible student phone use.

### APPROVED TIMES AND LOCATIONS FOR ELECTRONIC DEVICE USAGE

#### Inside the Academic Houses

- Before 7:35 AM;
- Not Between Classes;
- During Lunch;
- After 3:15 PM or Dismissal Bell.

#### Outside the Academic Houses

- Before 7:45 AM;
- Between Classes (after end bell and before tardy bell has rung);
- During Lunch;
- After 3:15 PM or Dismissal Bell.

Students are expected to put devices and ear buds out of sight before entering any of the Academic Houses. Entry point is defined as the location where the gate drops in N1, N2, E1, E2, and S2.

Purpose:

- Upholding Westside's Honor Code
- Protecting Academic Integrity of Student and Teacher Work Products
- Test Security
- Academic Climate
- Maintain Academic Focus and Encourage Human Interaction

Parent Calls and Texts: Please do not call or text your child, urgent or otherwise, during non-approved student cell phone-use times as outlined above. A call or text from a parent or family member does NOT exempt your student from disciplinary consequences. As an alternative, please call the appropriate office, and a staff member will relay the message to your student. During standardized testing, students are not available to be released for messages until the testing period is concluded. We ask for your cooperation in this regard.

POLICY DURING MAJOR ASSESSMENTS, STANDARDIZED TESTING, AND FINAL EXAMS:

- Students are required to relinquish electronic devices to the teacher or testing proctor prior to a test (to be placed in a labeled container), and the device will be returned immediately after the exam.
- Violators of this policy will receive a "no score" on End of Course/STAAR Exams (equivalent of failure to meet standard), or will receive a zero on the assessment.
- The cell phone will be confiscated for a two-week period or all cell phone privileges will be lost if repeated offenses have occurred.

Refer to the HISD Code of Conduct for offenses related to hacking, fraud, and plagiarism, via cell phone use.

## Consequences For Electronic Device Violations

If a student violates any of the policies stated above, the phone/electronic device will be confiscated and the student will face disciplinary action:

- The device will be powered off and stored in a safe;
- Parent/guardian may pick it up after school from 3:15-4:00 PM;
- A \$15 fine must be paid.
- If the student refuses to relinquish a phone/device, the \$15 fine is still applicable and additional disciplinary consequences apply;
  - If the student refuses to relinquish the phone to a teacher during classroom instruction, but relinquishes the phone to an administrator, the student will be assigned to Saturday Work Force;
  - If the student refuses to relinquish phone to an administrator, the parent will be contacted and the student will receive a 1-day suspension;
  - If the student refuses to relinquish the phone to an administrator and engages in disrespectful/disruptive behavior in the process, 3 days of suspension/Saturday Work Force will be assigned

### Procedure for Adult Pick-Up of Confiscated Phone/Device

- An adult listed as a contact in the Student Information System for that student may pick up the confiscated electronic device on regular school days between 3:15 – 4:00 PM.
- A \$15 administrative fee will be charged, payable to HISD in cash only. A receipt will be provided as proof of payment. The authorized adult must present the receipt in the Main Office and the electronic device will be returned.
- In the event a phone/device is left unclaimed for more than 30 days, the principal or other administrator will notify the parent/contact of the school's intent to dispose of the confiscated electronic device.

#### OTHER:

##### STUDENT IS FINANCIALLY RESPONSIBLE FOR ELECTRONIC DEVICE AT SCHOOL:

A student who brings an electronic device to school is financially responsible for the electronic device. HISD, Westside High School, nor employees of Westside High School, will be held responsible for lost, stolen or damaged devices; it is the responsibility of the student to safeguard the electronic device while on school property. Stolen devices should be reported immediately to the Westside campus police officer. HISD, Westside High School, and employees of Westside are not responsible for any maintenance, repair, or support of students' electronic devices.

##### DISTRICT FACULTY AND STAFF MAY SUSPEND THE RIGHT OF A STUDENT TO USE AN ELECTRONIC DEVICE ON CAMPUS:

At any time, if it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy or HISD Code of Conduct, the right to use an electronic device may be suspended. Discipline will be administered in accordance with HISD Code of Student Conduct

##### DISCIPLINARY AND CRIMINAL INVESTIGATIONS:

If an electronic device is involved in an ongoing disciplinary investigation, the administration will temporarily hold device to prevent interference with the investigation or until the outcome of the investigation is determined. The device is not subject to search. If a cell phone or electronic device is involved in a criminal investigation, administration will hand over the device to law enforcement pending charges. At that point, the custody of the phone is with the police department and not with the campus.

##### Important Note:

Most cell phones are owned by parents/guardians and they rely on the phone for communication with their child. No teacher, administrator, or staff member wishes to confiscate a student's cell phone. For this reason, we have communicated this policy clearly, repeatedly, and through a variety of means to our entire student body. Therefore, please understand that if a student's cell phone has been confiscated he/she blatantly disregarded campus policy, and exceptions will not be made for any reason.