



WORLD OF INQUIRY SCHOOL NO. 58

200 University Avenue
Rochester, New York 14605

WOIS Cell Phone Policy 2015-16

World of Inquiry



High School

Sheela Webster
Principal

Phone: 585-325-6170

Fax: 585-262-8964

Dear Secondary Parents and Students,

I hope that you are finding the time to enjoy the final days of summer. The WOIS School Based Planning Team has worked diligently throughout the summer to revise and update the school's cell phone policies and procedures. Please find attached the updated policy for your review and reference. We need your support with the following:

Please take the time to read and review the policy in full. Discuss the expectations with your child. We will also review during the first two days of school.

Please complete and sign the cell phone compact and return to your child's crew advisor by September 8, 2015.

All parents are encouraged to carefully consider the amount of communication that is needed with your child during the instructional day. We want to ensure that students maintain focus their attention on the learning and avoid distractions whenever possible. Please try to limit the use of cell phone communication. Parents should contact the main office, crew advisor or the specific teacher as the first point of communication during the instructional day.

Thank you for your consideration and support! Please remember that we are crew and our education is our future! Please feel free to contact Kwame Donko-Hanson, Assistant Principal, with any questions or concerns. He can be reached at 325-6170 ext. 1281 or by e-mail P.Kwame.Donko-Hanson@RCSDK12.ORG.

Sincerely,

Sheela Webster, Principal
Kwame Donko-Hanson, Assistant Principal

World of Inquiry School Cell Phone Parent and Student Compact

2015-16

I have read and understand the World of Inquiry School Policy for Acceptable Use of mobile phones and other mobile devices at school.

I understand that this form will be kept on file at the school and that the details may be used (and shared with the appropriate authorities, if necessary) to assist in identifying a mobile phone or other device should the need arise (eg if lost, or if the phone or device is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in the World of Inquiry School mobile phone Acceptable Use Policy.

Parent name (print): _____

Parent signature: _____

Date: _____

Student name (print): _____

Mobile phone number: _____

Mobile's IMEI number: _____

Student signature: _____

Date: _____

Please return the completed form to your child's crew advisor by September 8, 2015

If you have comments or suggestions, please contact [School representative contact information].

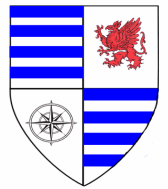


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The purpose of this policy is to allow the World of Inquiry School community to be able to focus on education and maintain an inviting and safe educational environment for all. A constituency body of teachers, parents, administrators and members of SBPT adapted this policy to suit the needs of WOIS in response to calls to clarify expectations.

The use of personal electronic devices is prohibited in school. As per RCSD policy, the use of cell phones, smart watches, ipods, CD players, MP3 players, pagers, beepers, headphones, headsets, ear buds, tablets, eReaders, and any other personal computing or electronic device may result in a suspension from school.

Please leave these items at home. **If you require your child to carry a cell phone for emergency (or any other) reasons, it must be turned off and out of sight during the school day. It is recommended that students store such items in their locker “The student alone will bear the cost of the loss of any prohibited item, and WOIS staff is not responsible for investigating the loss or theft of any prohibited items; so please leave these valuable items at home.”**

WOIS will implement a zoning system of permissible use of personal electronic devices for “acceptable use” only. Approved area is limited to:

Green zone – cafeteria during breakfast and lunch only

Students may not use personal electronic devices in any other area:

Yellow zone – administrative offices – by permission only

Red zone – Classrooms, hallways, gymnasium, rest rooms, locker rooms and all other instructional areas

Students using electronic devices outside of the approved zone will have their item confiscated and issued a consequence.

Reasons for prohibiting cellular phones and other electronic devices include, but are not limited to:

- ❖ **Focus on Instruction** – the primary reason for being in school is to focus on student education with the goal set on graduation; this remains the primary focus
- ❖ **Student Safety** – while a valuable communication tool, cellular phones may be used to endanger others; each individual student’s right to privacy should be maintained
- ❖ **Building Safety** – the use of cellular phones during emergencies and drills is prohibited
- ❖ **Theft Prevention** – cellular phone theft is now the primary type of theft in schools; the cellular phones collected will be stored in a secure and monitored location to prevent such incidents from occurring on campus
- ❖ **Cyberbullying Prevention** – limiting the availability of cellular phones during the school day will prevent this type of incident from occurring during the school day

1. To facilitate this service, WOIS staff ask that the students adhere to the following protocols:
 - Turn off cell phones/electronic devices and put them in your book bags before entering the lobby (for scanning).
 - Electronic devices must be turned **off and out of sight** during the day. To be clear, devices must be turned **OFF** and not on vibrate or any other silent indicators.
 - It is strongly recommended students store all electronic devices in their locker during the school day.
 - Electronic devices cannot be visible outside the approved zone. This includes but not limited to carrying it in:
 - Hand,
 - lap, or
 - any pocket in which it is visible
2. **Late students** must hand electronic devices into main office upon arriving late to school. Devices may be picked up at the end of the day from the main office. Cellular phone will **only** be returned at the end of the student's school day.
 - If the student needs to leave school, the cellular phone will be given to the person signing out the student.
 - The electronic device bin will be stored in a secured location until dismissal. (Main office)

3. Violations of the Discipline Code – students who violate the discipline code will face appropriate disciplinary action. With regard to cellular phones, these types of disciplinary issues include, but are not limited to:

- Using the cellular phone/electronic device during the school day outside of designated approved zones
- Using another students' device to violate electronic device protocol
- Attempting to bring unauthorized persons in the vicinity of the school building with the cellular phone/electronic device
- Distributing libelous, slanderous, or lewd statements and/or pictures with the cellular phone/electronic device
- Attempting any unauthorized audio or video recording
- Any and all harassment, intimidation, and/or bullying behavior conducted on the cellular phone/electronic device
- Attempting to sneak the electronic device into the school building while on restriction
- Attempting to take anyone else's property
- The commission of any crime
- Scholastic dishonesty: Cellular phones/electronic devices are prohibited during **all** exams

Cellular phones that are used during the violation of the discipline code **will be confiscated and the offending student will receive a Saturday detention**. Failure to abide by the electronic device policy is done so at the student's own risk! Confiscated cellular phones and other electronic devices **may be returned to the parent/guardian** during a scheduled discipline meeting. Otherwise, **confiscated items will be released after offending student serves and successfully completes a Saturday detention**. Multiple offenses may result in extended confiscation or revocation of the privilege and may include a suspension.

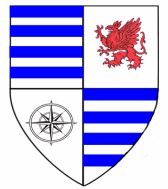
By following these procedures, WOIS will be able to focus on instruction and maintain an inviting and safe educational environment for all.



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1. Violations can result in the following consequences but are not limited to:

- Teacher warning of inappropriate use
- Teacher determined classroom consequence
- Student sent to administrator
- Student assigned Saturday detention. Student will receive the device back upon successful completion of Saturday detention
- Electronic device confiscated. Administrator will contact a parent for a disciplinary meeting during which time they may pick up the device (after signing electronic device compact)
- Cell Phone restriction; student placed on cell phone restriction for a period of time
- Revoking all cell phone privileges (with parent discussion)
- Failure to report for Saturday detention will result in a two day suspension.

2. Confiscated Items and Restriction for Repeat Offenders:

- Students in violation of electronic device policy will have their device confiscated and will be assigned Saturday Detention
- Repeat offenders will be placed on restriction and have their items collected daily
- Repeat offenders will be placed on cell phone restriction for a period of time:
 - Month
 - Marking Period
 - Semester
 - Year
- Student placed on restriction must turn in cell phone/electronic device upon entering school building each day for the period of time assigned.
- Each student to have a baggie with their name, ID #, Crew and last period class on it
- Students on restriction must pick up their electronic device from main office
- Failure to turn in electronic device may result in revoking students' cell phone privilege and additional consequences.

Devices not picked up by June 30th will be discarded.

3. Acceptable use:

Note: *Students may not use electronic devices to record, transmit, or post photographic images or video of a person or persons on school grounds during the school day unless it is part of a class project **AND** specifically authorized by a WOIS Staff Member*

In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

Green Zone (Exclusively in the cafeteria during breakfast and lunch):

1. Students may text, play games, use the Internet, and check emails accounts.
2. Students are prohibited from making or receiving audio and/or video phone calls.
3. Students will practice Internet safety with online resources.
4. Students may use social media, but may not post pictures, take video, or use video chat. All posts to social media should reflect Griffin Values. Students will be held accountable for any negative postings,
5. Students may not use cell phones to “bully” or to post derogatory statements about students, faculty, or staff via text message or Social Media.
5. Students may listen to audio feature with headphones only. The use of speaker features is prohibited.

Overview of Internet safety: Cyber-safety rules shall be reviewed with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors.

- Protect personal information of self and others by not sharing full names, home addresses, phone number(s), ages, birthdates, and passwords.
- Notify the appropriate school authority if dangerous or inappropriate information or messages are encountered.
- Practice safe and respectful communication.
- Abide by copyright laws and procedures.
- Understand the permanence of digital footprints.
- Use mobile phones and digital devices responsibly to enhance the capacity for learning, communication and collaboration.

Yellow Zone (WOIS main office and grade level offices):

1. Students must request and be given permission from a WOIS staff member to use their cell phone in these areas.
2. Cell phone uses is strictly limited for students to text or make a phone call to contact family members concerning pick up **after** school.
3. The best way for parents to communicate with your child in the event of emergencies is by contacting the grade level office.

Reminder concerning any early dismissal: Students must use a grade level office or main office phone to contact a parent/guardian to get permission to leave school premises for illness, doctor/dentist appointments or any other approved absence. WOIS staff must speak with a parent/guardian to receive such permission prior to the student leaving.

Red Zone:

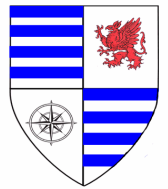
Cell phone use by students is strictly prohibited at all times. Students violating this policy can have their cell phone confiscated without warning and are subject to disciplinary consequences.



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The use of personal electronic devices is not permitted in locker rooms or bathrooms or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

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Guidelines for Teacher Discretionary use in his/her classroom:

Teachers should outline acceptable use of cell phones in the classroom at the beginning of the school year. Consequences for noncompliance should be included in this policy.

Guidelines for teachers:

- 1 Instructional Use:** While in the classroom, students are expected to use RCSD electronic devices solely for educational use. Laptops, computers, software, Internet, and other electronic resources, including assistive technologies are permitted, with the teacher's permission and when used for educational purposes.
- 2 Personal Organization:** Students may use personal electronic devices to track or send assignments with teacher permission.
- 3 Collaboration:** Students are allowed to use technology to collaborate with one another and with teachers on academic work or other projects when appropriate and with the teacher's permission.
- 4 Downloading/ Uploading:** Students are permitted to download/ upload files pertaining to their assignments from memory sticks or other devices onto a school computer only with the permission of a teacher.
- 5 Personal electronic devices should not be used in the classroom for listening to music, watch music videos, or for social media.**
- 6 Field Studies:** Teachers should outline the specific policy for appropriate cell phone and electronic device use prior to leaving for a field study.

Should an "emergency" arise requiring a student to use a cell phone during the day, the student may request an office pass from the classroom teacher. Upon hearing the student's rationale, the teacher may issue the student an office pass. Once in the office, the student may use the cell phone under the supervision of school personnel.