



## CEAP SECONDARY CELL-PHONE USE POLICY

- All CEAP Secondary areas, including classrooms, hallways, restrooms, and common meeting spaces will be designated **CELL-PHONE FREE ZONES** during instructional time.
- Cell-phones ARE allowed before or after school, on lunch break, or time between classes.
- When classes are in session, cell-phones should remain in lockers, or in back-packs / purses, off or in silent mode. Phones should NOT remain in pockets or on students and smart watches should NOT be connected to the cell-phone.
- The district and school is NOT responsible for any damaged, lost, or stolen electronic devices such as cell-phones.
- This policy does not preclude the use of cell-phones under teacher supervision due to “special circumstance” such as for the production of project/inquiry work when no other suitable technology is available. Teacher permission will always be required in such circumstances.
- For incoming and outgoing communication that require an immediate response, such as emergencies, please use the classroom phone or school office for communication.

### PROGRESSIVE STEPS FOR INFRACTIONS

Note that ALL adults in our school (regardless of the position they hold here) are tasked with maintaining our learning environment. Should an adult make a reasonable request to a student regarding cell-phones, ex: “May I please have your cell-phone?”, then failure to comply will result in an immediate referral to administration for wilful disobedience (a MUCH more serious offence).

- **FIRST TIME INFRACTION:** Cell-phone or mobile device is confiscated and held by teacher until the end of the period. Name is logged in classroom records.
- **SECOND TIME INFRACTION:** Cell-phone or mobile device is confiscated and held by administration until the end of the day. Name is logged in administrative records. Student picks up the device at day’s end, and has conversation with administration.
- **THIRD TIME INFRACTION:** Cell-phone or mobile device is confiscated and held by administration. Name is logged in administrative records. Device is returned to **PARENT** only at day’s end or later. Parent and student have conversation with administration.
- **FOURTH TIME INFRACTION:** Cell-phone or mobile device is confiscated and held by administration. Name is logged in administrative records. Device is returned to **PARENT** only at day’s end or later. Parent and student have meeting with administration to create a **PERSONAL ELECTRONICS PLAN/CONTRACT**. Such a contract may include complete loss of use on school property.



*AWAY FOR THE DAY*

**CEAP SECONDARY**  
**IS A CELL-PHONE**  
**FREE ZONE**  
**DURING**  
**INSTRUCTIONAL TIME**

**THIS INCLUDES CLASSROOMS, HALLWAYS, AND RESTROOMS**

**PLEASE USE CELL PHONES BEFORE/AFTER SCHOOL, AT LUNCH AND  
CLASS CHANGE TIMES ONLY**