



DCS Electronic Device Procedure

Electronic devices (any device that has a screen) can be a valuable learning tool. They can also be a learning distraction. As a result, the Dallas Community School has a procedure that will allow students to use their electronic devices for any learning activity that is developed by a teacher, and eliminate distractions that occur when students use electronic devices during other instructional times. The Dallas Community School encourage students to engage in social interactions during non-class time. We have observed some students use their device when not in class and avoid interactions with other students. We also acknowledge the use of cell phones as an important safety/communication tool with their parents and will always allow students to use their phones or use a school phone when a student needs to make a call home.

The procedure is as follows:

1. Students who bring electronic device to school shall surrender it at the student entrance when they walk through the door by placing their device in the green wall pocket organizer located right inside the door.
2. The organizer will be moved to a secure location in the school office once the student doors are closed.
3. When a student is checking out of the building, they shall come to the office to retrieve their device on their way out the door.
4. A student who “forgets” to surrender their device will be subject to the following:
 - a. 1st and 2nd incident – the student will be reminded and the device will be placed in the organizer.
 - b. 3rd incident – the device will be put in the organizer and remain there until a parent/guardian can come to the school to retrieve it.
 - c. 4th incident – the student loses the privilege of bringing any electronic device to school.

If a student does not need to carry a phone for safety/security reasons, it may be best if he/she leaves the phone at home. Students will be notified in advance if a phone will be used in class so a student can bring their phone on that day.