

## Henry Ford Early College Electronic Device Policy

PERSONAL ELECTRONIC DEVICES can be distracting to the learning process. This includes, but is not limited to, cell phones, airpods, headphones, smart watches, etc. To support our mission of educating students, the following rules will apply throughout the school day:

ALL ELECTRONIC DEVICES MUST BE PUT AWAY WHILE STUDENTS ARE IN CLASS.

- Unless instructed by your teacher, cell phones, airpods, and other electronic devices that distract from the learning process **MUST** be out of sight during each class period. There are no exceptions to this rule.
- All classrooms have hanging “cell phone” storage. Teachers may require students to place their phones in assigned spots.

If a student is found to have an electronic device in use during the class period, teachers have full authority to confiscate the device in order to turn it into the office. *This includes checking the time, checking to see if the phone is off, or any other excuse that would require a cell phone to be seen!*

- **First Violation:** Device will be given to the student’s administrator and a parent or guardian will be contacted.
- **Second Violation:** Device will be given to the administrator and only returned to the parent after school.
- **Third Violation:** Parent/Administrator meeting will be held. The device will be kept in the office until the meeting is held.

Should a student refuse to turn in their device when requested to do so by a staff member; the staff member will contact the office and a referral for insubordination will be submitted to the administrator.

The Henry Ford Early College is not responsible or liable for any theft, loss, or damage to any student’s personal electronic device. In order to prevent this from possibly occurring, students are encouraged to keep their devices out of sight during class time.

We appreciate the support of our parents to eliminate distractions, academic dishonesty, and disruptions during the school day. If there is a family emergency, parents or guardians should call 313-317-1586.

**Parent Name Printed:** \_\_\_\_\_

**Parents Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Students Name Printed:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_