

Early Childhood Education Cell Phone Policy and Procedure for Lab Courses

POLICY

The physical possession or use of cell phones will not be allowed in lab courses due to the disturbance that is created in the learning environment, threats to health and safety of children and potential confidentiality breaches of children and families.

As a member of a learning community, each student has a responsibility to the instructor, other students, lab school staff, children and families. Each member of the community is responsible for creating an environment for learning – free from disturbances.

In addition to learning disturbances, cell phones in lab settings create a risk for the health and safety of children and confidentiality of children and families.

PROCEDURE

Students will either turn off cell phones or set their cell phones to “vibrate” for the duration of lab courses. Cell phones should remain in a purse or backpack and may not be carried on the student in a pocket, jacket, etc.

If unusual or infrequent extenuating circumstances exist, the student should talk with the instructor to determine a plan based on each individual situation. Students who believe they have extenuating circumstances on a regular basis will be asked to re-evaluate their ability to successfully participate in and complete lab courses.

VIOLATIONS

Violations of this policy/procedure will be documented using the Student Conduct/Discipline Report Form. A record of the disciplinary action will be kept in the student’s disciplinary file both in the Early Childhood Education program and in the Judicial Office.

SANCTIONS

- First Violation: Instructor will complete a written Student Conduct/Discipline Report Form. The form will be sent to the Judicial Officer for information purposes only. Instructor will determine appropriate sanctions.
- Second Violation: Instructor will complete a written Student Conduct/Discipline Report Form and will work collaboratively with the Judicial Officer for suggested interventions. Instructor will determine appropriate sanctions.
- Third Violation: Instructor will complete written Student Conduct/Discipline Report Form and will request a judicial hearing to determine disciplinary action. The judicial board will determine appropriate sanctions.

I understand my signature indicates:

- I have been informed of the Cell Phone Policy and Procedure for lab courses.
- I have had the opportunity to ask questions regarding the policy/procedure.
- I understand and agree to follow the Cell Phone Policy and Procedure.
- I have been made aware of consequences for not following this policy/procedure.

Student Signature: _____ Date: _____