



# **NORTHLAND CAREER CENTER**

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## **Cell Phone and Electronic Device Usage Policy**

Revised June 6, 2017

- Use of cell phones and other electronic devices should always be done in a respectful and professional manner. Before and after class time, these devices may be used without sound in all spaces. In common areas, only one ear bud is allowed for professional and safety reasons. In classrooms, it is the instructor's discretion. Remember, if someone is talking to or with you, it is appropriate to remove ear buds and engage in conversation.
- Cell phones and other electronic devices may be used for student personal use in the classroom during non-instructional time at the instructor's discretion. Cell phones may be used for learning purposes such as picture taking and research at the discretion of the teacher. Under no circumstance should a student use his/her cell phone while the instructor or other students are speaking or during a classroom discussion.
- Cell phones will be allowed during student break. Students may use the silent, non-verbal functions of their phones (such as internet, text, and viewing pictures) during break. Phones should not be visible or used while in line in the kitchen area. When the cafeteria is closed, students will be allowed to use their phones and electronic devices in the hallways during break times, again with no sound and one ear bud.
- NCC staff members will be allowed to use their phones outside of these parameters for business purposes if needed and are not subject to all expectations above.

Consequences for misuse of cell phone or electronic devices:

1. Teachers will follow NCC discipline plan (parent contact) prior to office referral
2. 1<sup>st</sup> office offense – Discussion with administrator, student must pick up at end of class and parent contact with documented write-up.
3. 2<sup>nd</sup> office offense – Parent must pick up phone and 3 days loss of break, and community service.
4. 3<sup>rd</sup> office offense - Loss of cell phone privileges for remainder of semester and parent must pick up. Device will be kept in office in lock box if brought to NCC on a daily basis.