

# Request to Bring Cell Phone or Personal Electronic Device (Includes Smart Watches) to Mary H. Matula Elementary School

## CELL PHONE AND PERSONAL ELECTRONIC DEVICES

Charles County Public Schools allows the possession and use of cell phones and other personal electronic devices by students. It is the intent of the Superintendent, to ensure that this allowance does not disrupt the learning environment, after-school activities, or the safe transportation of students. Students are permitted to use cell phones while attending (but not participating in) general public events that occur after-hours and are open to the community. The following conditions outline the standard expectations for the possession and/or use of cell phones and electronic devices by students at school, on the bus or on other school-chartered vehicles:

### Elementary School

- **Students may only bring their phone or device with approval from the principal.**
- Once approved, students must keep their phone or device powered completely off (not on vibrate or silent mode) and inside their book-bag throughout the entirety of each school day, unless other storage arrangements are made with the teacher.
- At Matula, devices are stored in the main office. Students drop off their devices at arrival and pick them up at dismissal. Devices may not be stored in bookbags, even when powered off, during the school day. It is the student's responsibility to remember to pick up his device. Devices left at school will be stored until the following school day.
- Once approved students may use their phone or device on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

Please note the following additional guidelines governing all school levels:

- Cell phones or electronic devices with camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the phone or device is otherwise permitted.
- Violations of these expectations will result in consequences as specified in the Levels of Response section of the CCPS Code of Conduct.
- The use of a cell phone or personal electronic device to secretly record or intercept a private conversation is a violation of state law. Violations may be reported to the authorities.

Name of Student \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

I am requesting that my child be able to bring a cell phone/other electronic device to school for the 2022-2023 school year. My signature below indicates that I have reviewed the guidelines above and agree to adhere to them. Violations of these expectations will result in consequences as specified in the Levels of Response section of the *Code of Student Conduct*.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Administrative Approval**      Approved ☐

Not Approved ☐

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date