



Gateway Lab School  
Wilmington, DE 19808

## Cell Phone and Electronics Policy

This year all of our students will have daily access to a laptop during instruction. Many of our students need these devices as assistive technology and others will use these to augment the learning process at Gateway.

Although we know many of our students have personal cell phones, we ask that you **encourage your child to leave his/her cell phone at home**. Cellphones can be a distraction to the learning process as well as the social landscape of our school environment. Our cell phone and tablet policy for the 2018- 19 academic year is as follows:

1. During the school day (from the time a student arrives in school, until the student leaves school campus or enters a vehicle or school bus after the school day) the cell phone must remain in the student's book bag. It **may not be carried in his/her pocket or anywhere on their body**. The only exception would be where such use has been explicitly authorized by the school or is contained in an Individualized Education Plan or Section 504 Accommodation Plan. *(prior authorization must be granted by the Special Education Coordinator)*
2. Cell phones, unauthorized computing devices and portable music/entertainment systems may not be used during the administration of any school quiz, test or examination except where such use has been explicitly authorized by the school or is contained in an Individualized Education Plan or Section 504 Accommodation Plan. *(prior authorization must be granted by the Special Education Coordinator)*
3. Unauthorized computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Plan or Section 504 Accommodation Plan. *(prior authorization must be granted by the Special Education Coordinator)*
4. Cell phones, unauthorized computing devices, and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Under no circumstances can a cell phones, electronic device, portable music and entertainment systems be brought into a locker room or bathroom.
6. Students who use cell phones, unauthorized computing devices, and/or other portable music and entertainment systems in violation of any provision of the school's policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the GLS Code of Conduct.
7. Students may still wear noise cancelling headphones per their Individualized Education Plan or Section 504 Accommodation Plan and/or bring headphones to listen to music on their laptops during the designated time in the classroom.



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If a student is found to be in violation of the cell phone/electronic policy the following protocol will be followed:

**1<sup>st</sup> Violation:** The item will be confiscated from the student and parent may pick up from school administrator.

**2<sup>nd</sup> Violation:** The item will be confiscated from the student and parent is contacted to pick up the item from school Administrator.

**3<sup>rd</sup> Violation:** If the item is confiscated a third time, it will not be returned until end of the school year. Further disciplinary action may result depending upon these circumstances.

If your child has a cellular phone, please speak to him/her about the aforementioned cell phone policy. We share the responsibility of providing a safe environment for our students. Together, we can increase safety and promote responsible "Digital Citizenship" among students.

It is common school practice to consider cellular phones and other electronics 'contraband' and students are not allowed to have them in their possession. However, GLS understands that there are may be a time in which you need to contact your child after school. **If there is an emergency and you need to contact your child during the school day, please call the office.**

Please contact the main office with any questions or concerns (302) 633-4091.

Thank you.