

Guidelines for Cell Phone Use at DISD

Learning time without cell phones: Our goal at DISD is to guarantee disruption-free and concentrated instruction. Therefore, the students are not allowed to use their cell phone during the lessons and breaks. In principle, they may bring it to school, but must keep it turned off in their school bag during lessons and breaks. In case of emergency, they can always be reached directly through the school.

Violations of the cell phone use policy will result in the actions listed below (Level 1-3). The steps and the associated removal of the cell phone are always preceded by the pedagogical intervention of the teachers. This is done, for example, through individual admonishments and warnings.

The colors are adapted to the levels of the school regulations Appendix II (Dealing with misconduct of pupils)

Level 1:

- Students will have their cell phones taken directly from them if they are not allowed to use them.
- The student will go to the front desk and independently store their cell phone in a ziplock bag and label it.
- The offense will be entered into a list at the front desk with: Class, Name, Date.
- The cell phone will be returned to the student on the day of the first offense after the scheduled close of classes (2:10 p.m. or 4:10 p.m.)

Level 2:

- If the student uses the cell phone without permission the second time, parents will be notified via mail and the classroom teacher will be put in CC.
- Then the reception sends a standardized mail (GER/EN), in which only the name of the student and the class must be inserted.
- In addition, the class teacher completes a *Record of Incident* which is kept.

Level 3:

- If the cell phone is taken from the student for the third time, it is the responsibility of the classroom teacher to determine an action in conjunction with the Head of Secondary School and the Principal.

Possible measures:

- Reflection time in the afternoon
- For one week, the cell phone must be handed in independently at the reception before the first lesson.