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To: All Parents  
From: Sharon Grant and Marsha Freiburger  
Date: August 14, 2009  
Re: Electronic Devices at School

At Holy Spirit School, we are committed to providing a school and classroom atmosphere and environment that is conducive to learning. We fully recognize that technology is wonderful but that it can also cause a disruption and/or distraction to quality instructional time. Therefore, we would like to take this opportunity to review with you our guidelines for personal electronic devices at school.

The guidelines are quite simple...

- Student use of any and all *personal* electronic or battery powered devices are prohibited during the instructional day from 8 am ~ 3:30 pm. Such devices include (but are not limited to): cell-phones, pagers, beepers, headphones, mp3 players, i-pods, video games, radios.
- *If it is absolutely essential* that any of these electronic devices be brought to school (i.e. - long bus ride, late sports practice, or a medical concern) then the device must be turned off and kept in the student's backpack/book bag during the instructional day.
- If a personal electronic device is brought to school, parents must sign and return the consent form below to the school office so it may be kept on file. (This form may be found on the school web-site, or you may request a form from the office.)
- Should personal electronic devices be: at school without parental consent; outside of the student's backpack/book bag; and/or in use, then such device will be confiscated for the duration of that school day, at a minimum. The personal electronic device will be returned at a later time at the discretion of the administration to the parent(s). The student shall also serve an appropriate consequence for the improper use of a personal electronic device.

These guidelines regarding personal electronic devices at school are in place so we may continue to provide an appropriate classroom environment and optimal educational experience for all children entrusted to us.

We appreciate your understanding and continued support.

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*Please return the completed form to the school office should it be essential your child have a personal electronic device at school.*

Student Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Type of personal electronic device: \_\_\_\_\_

- I/We agree to the following guidelines:
- The personal electronic device will be turned off and in the student's backpack/book bag during the instructional day (8 am ~ 3:30 pm).
  - Should there be improper use of a personal electronic device during the instructional day, the student shall serve an appropriate consequence.
  - Holy Spirit School is not responsible for any personal electronic device brought to school.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_