



# Helen Marie Smith

ELEMENTARY SCHOOL

7101 Pinedale Avenue

Las Vegas, NV 89145

Telephone: 702-799-4300

Fax: 702-799-4436

Dear Parent/Guardian,

Personal technology and communication devices, such as cell phones or tablet computers, are utilized in many ways and are becoming a component of the educational setting. At school, it is critical that students only access personal technology and communication devices when allowed and only for the intended purpose(s). Clark County School District (CCSD) Policy 5136, along with the CCSD Acceptable Use Policy, provides guidelines for the appropriate usage of both District and personal electronic devices along with consequences for violations of the policy.

At all CCSD schools, students are allowed to use personal technology and communication devices during scheduled nutrition or lunch breaks and while on District buses.

During the instructional day at **TBD School**, students may only utilize these devices in the following manner:

- **No Use:** Students' cellular phones and personal electronic devices must be turned off and remain off during the instructional day and passing periods. Cellular phones may only be used prior to the first bell, after the final bell, or during scheduled nutrition breaks or lunch periods.
- **Limited Use:** Students are permitted to use cellular phones and personal electronic devices during the instructional day in **<GRADE LEVEL, CONTENT AREA, IN SPECIFIC CLASSROOMS AS OUTLINED IN COURSE EXPECTATIONS, OTHER CONFIGURATION>** in accordance with instructional activities and classroom procedures as outlined by their classroom teacher. Within this setting, students are expected to follow teacher directions regarding when devices may be used, when they can be out, and when they must be put away. Use of cellular phones and personal electronic devices in other instructional settings is prohibited.
- **Wide Use:** Students are permitted to use cellular phones and personal electronic devices during the instructional day in all classrooms in accordance with instructional activities and classroom procedures as outlined by their classroom teacher. Students are expected to follow teacher directions regarding when devices may be used, when they can be out, and when they must be put away.

Use of personal technology and communication devices that violate state or federal law, any District policies or regulations, or the CCSD Acceptable Use Policy is prohibited. When usage of devices is not allowed, devices must be turned off and stored in a non-visible location such as in a backpack, purse, or pocket. Confiscated devices will only be returned to a parent/guardian. Students who violate these laws or policies will be disciplined according to District guidelines and the device will be subject to confiscation.



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Cellular phones must remain off during a school evacuation, lockdown, or drill. During these situations, tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The District's communication system has the capability of contacting parents/guardians in an emergency. Please be reminded that each school has intercoms and loudspeakers and the majority of our classrooms have hardwired telephones. Additionally, administrators and safety personnel are prepared with two-way radios and cell phones.

Parents/guardians are asked to silence cellular phones and other devices while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students.

Should you have any questions regarding the usage of personal technology and communication devices, please contact the front office or an administrator at **799-xxxx**.

Thank you,

Robert Hinchliffe  
Principal