



The School District of Philadelphia
ELIZA B. KIRKBRIDE SCHOOL
1501 South 7th Street, Philadelphia, PA 19147



Ms. Rebecca O. Julien
Principal

Office: (215) 400-7980
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STUDENT PHONE POLICY & GUIDELINES

The School District of Philadelphia prohibits the use of cell phones and personal technology in school during the school day, and during afterschool/extracurricular activities. Please refer to the [SDP Code of Conduct \(page 10\)](#) for information: *“Each school creates their own protocols that set expectations for student use of cell phones and wearable devices.”*

This letter outlines the policies and guidelines for student’s personal technology at the Eliza B. Kirkbride School for the 2024-2025 school year.

Phones are not to be used during school. This includes personal technology, such as smart watches and earbud headphones. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student’s responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to School**, they will:

- 1) Turn their phone off.
- 2) Place their phone and technology inside their Pouch and secure it.
- 3) Store their Pouch in their backpack for the day.
- 4) Teachers and staff will check technology is properly stored.

At the end of the day, students will open their Pouch, remove their phone/technology and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones/technology in the **Main Office**.

ASSIGNING POUCHES

Students in grade 5-8 will be assigned one pouch, with a designated number. They will be given the pouch at the start of the year if they indicate they have and will bring personal technology to school. If this does not apply, students will not be given a pouch. If a student gets new technology at any point during the school year, they are to report to Dean Oteri and they will be given their assigned pouch to begin using. It is expected that they request their pouch prior to bringing their technology to school.

Please note that technology that does not fit in the pouch, such as iPads, tablets or personal laptops, should never be brought to school.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their Pouch or is caught on their phone, Administration will collect the phone/Pouch and call home. Students and parents/guardians will sign a contract and will be financially responsible for their own pouch.



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Consequences:

At any time if the device is out of the pouch, the pouch is lost, or the pouch is damaged the following consequences will follow:

- **Use Violation 1-** If a student is found to be in possession of their pouch, but not properly storing their technology, this is a violation. Technology will be confiscated and sent to the main office to be securely stored in their pouch for the day.
 - Student can pick up technology in the Main Office at the end of the day, after dismissal. Parent/Guardian Notification and reminder to student to bring pouch daily.
- **Use Violation 2-** For a second violation, technology will be confiscated for a month. A mandatory meeting with the parent/guardian and scheduled when the technology can be returned.
 - Technology will only be returned to parent/guardian after the month period has passed, and scheduled meeting has taken place.
- **Damage or Loss Violation 1-**The device will be confiscated, held by an administrator, and returned to students only after contact is made with parent/guardian.
 - Students will not be given a new pouch until the replacement fee is paid, and therefore cannot bring technology to school until paid.
 - In any case of loss or damage, the Replacement Fee of \$40 will be due in order to return to school with phone/technology.
- **Damage or Loss Violation 2-**The device will be confiscated, held by an administrator, and returned only to a parent/guardian.
 - Students will not be given a new pouch after the second violation, but must still pay the replacement fee.
 - In any case of loss or damage, the Replacement Fee of \$40 will be due.

Forgotten Pouch:

- If a student forgets their pouch, the student is personally responsible for turning in their personal technology to the Main Office to be stored securely for the day. Student can pick up technology in the Main Office at the end of the day, after dismissal.
 - If pouch is forgotten, and student does not proactively turn in technology, then this is considered a violation and the above consequences will be followed.
 - *If a student consistently forgets their Pouch, it is considered Lost. Refer to the Lost Pouch policy above.*

***Please Note: Replacement fees must be paid in cash**

For Repeated Offenses- The device will be confiscated, and additional progressive disciplinary action will be taken up to according to the SDP Code of Conduct, which may include loss of privilege, detention or suspension. Would likely also include the student being prohibited from bringing technology to school on any future occasions.



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Examples of damage:



- Ripped
- Cut
- Torn
- Pen/pencil marks
- Intentional designs/drawings
- Bent/cut pin
- Signs of force to buttons on flap