



## *Cell Phone & Mobile Device Policy: Away for the Day!*

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To provide the best instructional experience for students, cell phone and mobile device use is not permitted during instructional sessions. We prefer students not to bring cell phones or mobile devices to the Learning Center. Students who must bring their phone to the Learning Center must follow these procedures:

- When arriving for the day, students will check in their phone or mobile device with the Learning Center Office Manager, Office Coordinator, or Operations Assistant in the front office.
  - The phone or mobile device must be turned off before being checked in.
  - The phone or mobile device will be securely stored in the front office while the student is present at the Learning Center.
  - Students may check their phone or mobile device during 15-minute breaks and over the lunch break. Devices must be turned back in at the end of breaks.
    - Students are encouraged to participate in break time activities.
- At the end of the student's scheduled instruction for the day, students may pick up their phone or mobile device from the front office.

### **We ask that you keep the following in mind:**

- If you have an immediate, urgent, or emergency message to convey to your student, please contact the Learning Center directly.
- Exceptions to the cell phone and mobile device policy must be approved by the Learning Center Director or Center Manager. If you would like to request an exception, please submit a written request to the Office Manager or Office Coordinator.