



## ELECTRONIC DEVICE POLICY

Notebooks, tablet computers, cameras, mp3-mp4 players, AirPods etc. are not allowed during the school time unless otherwise instructed by the teacher. If these devices are brought to school, the student must submit them to the homeroom before classes begin. These items will be confiscated by the staff if the student is using them during a lesson without the teacher's consent (see confiscation policy). Remember that the school is not responsible for any electronic item in the event of loss or theft. Confiscated items will be held by the coordinator.

1st Time Offense: The *first* time a student has an item confiscated, he or she may reclaim it at the end of the school day from the member of the staff that confiscated it.

2nd Time Offense: The *second* time a student has an item confiscated, he or she must bring a letter from his/her parent (or a phone call) asking for the item to be returned. This letter must be submitted to the teacher that confiscated it.

3rd Time Offense: The *third time* a student has an item confiscated, his/her parents must come to school to reclaim the item from the corresponding teacher that confiscated it.

Further offenses will be referred to the disciplinary committee for further disciplinary action.