

## Burlington Technical Center Cell Phone Guidelines

Various portable electronic devices are prevalent in today's society. These tools can provide increased productivity and access to important learning tools. However, these devices, such as mobile/cellular phones, tablets, smartwatches, etc. can also present great distractions leading to loss of learning opportunities, and create hazardous conditions around tools and machinery. BTC requires students to adhere to the following guidelines for electronic devices:

- Electronic devices, such as the ones mentioned above, are not permitted during classroom or laboratory (shop) learning times.
- Your teacher will have a specific place where electronic devices should be kept during learning time. These include provided lockers in the program space, phone organizers, locked boxes, backpacks, or out-of-sight in pockets. Students need to adhere to the program teacher's directives on electronic devices.
- Phones and other electronic devices should not be taken out for trips to the restroom, or other areas of BTC buildings.
- On occasion, a teacher may determine that phones, or other personal electronic devices, can aid in the day's learning. These activities may include but are not limited to accessing the camera function for a project, loading an app for study aid purposes, posting artwork to social media for promotional purposes, responding to quiz games, or listening to music (via headphones that do not disturb other students) during certain work times. *\*Music is **never** permitted in laboratory spaces where tools and heavy equipment are being operated.*
- Using the camera on electronic devices without the permission of the subjects in the photos is prohibited. Students, and faculty and staff, may not want their pictures taken for a variety of reasons.
- Class breaks may provide a time when teachers allow students to check their phones and other devices for messages. This is at the discretion of the teacher and their break-time procedures.
- If parents or guardians need to contact their students immediately, they can call the main office, or the phone numbers provided for each teacher and their laboratory space.
- Bringing electronic devices and their accessories, such as AirPods, to school is the sole responsibility of the owner of the devices. BTC is not responsible for lost or stolen devices.