



## Andrew Carnegie Elementary School

1414 East 61<sup>st</sup> Place • Chicago, Illinois 60637  
Telephone 773/535-0530 • Fax 773/535-0525

Docilla Pollard  
Principal

Shirley Roberson  
Assistant Principal

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Dear Parent/Guardian,

As we all know, our society has become quite dependent upon cell phones, our children included. It has become an issue at school as well; we have encountered incidents where phones/IPods have been used in unacceptable ways, such as taking photos or videos on the school premises and posting them on Social Network sites on the Internet, as well as for inappropriate messaging while at school.

If your child elects to bring a cell phone to school, then he/she must understand that the phone should be turned off at all times during the school day. **It is the student's responsibility to secure their cellular telephone at all times.** We do not go around looking for phones, yet if a student has a phone out, just simply looking at it, talking, texting, taking pictures, anything, then the phone will be taken, secured by school personnel and returned to the custodial parent ONLY.

Remember, the phone must be **turned off and placed in your child's locked lockers**. A phone ringing or vibrating in a secured setting will be taken up as well. Students are not permitted to use phones/electronic equipment including IPods/MP3 players etc...at breaks, lunchtimes, recess, assemblies or to have them out for **any reason at any time during the day**.

As indicated in the Student Code of Conduct **1-8**: *unauthorized use or possession of cellular telephones or other information technology devices* and **3-11**: *use of cellular telephones or other information technology device to harass, incite violence or interrupt other students participation in school activities, including use of device to record others without permission or unauthorized distribution of recordings*.

Again, we do not spend time searching for phones. Please be informed that if your child elects to bring a cell phone to school; **it is the responsibility of student to turn it off and keep it safe, secure and out of sight, in a purse, backpack, pocket, etc., or else they are risking it being taken by school personnel**. The school is not responsible for lost or stolen electronic devices.

Thank you for your cooperation regarding this issue.

Sincerely,  
Mrs. Docilla Pollard  
Principal