



Personal Technology Policy: Porter-Gaud Upper School

Porter-Gaud Upper School students must adhere to the Personal Technology Policy designed to support academic focus and promote healthy digital habits. Under this policy, students are not permitted to use personal technology during the school day, defined as 8:20 a.m. to 3:20 p.m. on Mondays, Tuesdays, and Thursdays; 9:15 a.m. to 3:20 p.m. on Wednesdays; and 9 a.m. to 3:20 p.m. on Fridays. This restriction applies to cell phones, smartwatches, headphones (including AirPods), tablets, and gaming devices. Tablets and gaming devices should not be brought to school. Cell phones and smartwatches must be stored in school-issued Yondr pouches and remain locked throughout the school day. Headphones may only be used with faculty permission for school-specific purposes and must be stored in backpacks when not in use.

Students will receive their Yondr pouches at the beginning of the school year. Upon arrival each day, students must secure their devices in the Yondr pouch. Students checking out for appointments or seniors with off-campus privileges may unlock their pouches at the front desk. Late arrivals must lock their devices upon check-in. Unlocking stations will be available after school at multiple campus locations and are designed to allow students to quickly and easily unlock their pouches at the end of the day.

If a student is found using personal technology during restricted hours, the device will be confiscated and held in the Upper School Office until the end of the day. A first infraction will result in the student retrieving the device after school. A second infraction may require a parent or guardian to retrieve the device. During extracurricular activities, field trips, or athletic events that occur outside of the regular school day, personal technology use is permitted at the discretion of the supervising faculty member, advisor, or coach. Expectations for technology use will be communicated in advance for school-related travel and events.

Students with documented medical needs that require access to a phone—for example, those who use a continuous glucose monitor—may be granted an exception. Such students must provide appropriate documentation from a healthcare provider and have records on file with the school nurse and SchoolDoc health profile. They will receive a Yondr pouch with a Velcro closure and may only use the device to manage their medical needs.

Students who forget their Yondr pouch must bring their personal technology to the Upper School Office, where it will be stored until the end of the day. Lost or damaged pouches will result in a \$50 replacement fee.

Faculty and staff may use personal technology during the school day but are expected to model responsible use and prioritize in-person engagement. Students will continue to receive announcements through Remind messages sent during the school day will be delivered to their student email accounts, while messages after hours may be viewed on their personal devices. In the event of a school emergency, students are expected to follow established safety protocols without using personal technology. Families will be notified via text, email, and Remind.