

### 3.4 STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

#### **I. Purpose**

The purpose of this policy is to set expectations for the appropriate use of technologies which students may possess and bring onto the campus of the Scholars Academy or at school- sponsored events. These devices include but are not limited to: cellular phones, digital picture/video cameras and/or camera phones, iPods, iPads, tablets, laptops, personal reading devices, MP3's and other personal electronic devices capable of transmitting data or images.

#### **II. General Statement of Policy**

Scholars Academy holds high expectations for student behavior, academic integrity and the responsible use of existing and emerging technologies, such as those listed above. Students who possess and/or use such devices while on the campus of the Scholars Academy or at school sponsored events shall demonstrate respect for the educational environment and the rights and privacy of all individuals within the school community.

#### **III. Standards for Responsible Use at School, on Buses or at School Activities**

##### **A. Respect for the educational environment.**

- i. Cellular phones and other personal electronic devices shall be turned off and kept out of sight during instructional time or at school -sponsored events (8:00AM-3:40PM) unless being used for a teacher directed educational activity.
- ii. With prior approval of the school directors, teachers may permit the purposeful use of personal electronic devices in support of the curriculum learning objectives.
- iii. Administration, faculty, and staff may request at any time that students must turn off their privately-owned technology. Failure to do so will be deemed a violation of this policy.
- iv. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school directors.

##### **B. Respect for privacy rights.**

- i. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events and public performances.
- ii. Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
- iii. Use of cellular phones or other personal electronic devices is strictly prohibited in rest rooms.

##### **C. Assuring Academic Integrity.**

Students shall not use cellular phones or other personal electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on test or academic work or

violating copyright policy.

**D. Compliance with Other School Policies.**

Use of cellular phones or other personal electronic devices must not violate any other school policies including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs which involves more than one school policy, consequences for each policy will apply.

**E. Violations of this Policy.**

i. First Infraction: An employee shall direct the student to turn off the device.

ii. Second Infraction: The second infraction shall result in confiscation of the device, which is to be turned into the school office, and the student will be allowed to retrieve the device at the end of the school day. The student will be warned that the next infraction will result in the parent/guardian being required to retrieve the device from school.

iii. Third Infraction: The third infraction shall result in confiscation of the device, which is to be turned into the office. The student will be given a letter discussing the infraction and instructing the parents to retrieve the device from the school office.

iv. Repeated or Severe Infraction: Any violation of this policy may also, at the discretion of the Executive Director, result in additional disciplinary action or termination of the right to possess a cellular phone or any electronic device at school.

**F. Dissemination of Policy.**

This policy shall be included in the student/parent handbook, posted to the school website, and otherwise distributed upon request.

Adopted: January 7, 2013

Effective: January 22, 2013