



# Official Policy of Ogden Preparatory Academy

## 9. Information Systems

### 9.02.POL Electronic Resource and Personal Device Policy

Effective/Revision Date:

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## PURPOSE

Ogden Preparatory Academy (the School) recognizes the value of computers and other electronic resources to facilitate student learning and help the School's employees accomplish the School's mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for student and employee use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources.

This policy is intended to focus on Personal Electronic Devices; information about School Issues Electronic Devices is located in the Acceptable Use Policy (9.03.POL).

## ELECTRONIC DEVICES

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today's society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Principal shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.

## DEFINITIONS

1. Personal Electronic Devices: electronic media, communication devices, transmitters, receivers or players, including but not limited to mobile phones, phones with or without video or picture taking capability, electronic music or video players, iPods, tablets, iPads, smart watches, and electronic gaming devices.
2. School Provided Electronic Devices: Laptops, tablets, access to computers, and other devices that transmit digital curriculum, which are owned by the School.
3. School day: The hours that make up the School day according to the School's schedule.
4. School-sponsored activities: Field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.
5. Instructional time: The hours during the School day designated by the School for class instruction.

## **STUDENT USE OF PERSONAL ELECTRONIC DEVICES**

### **1. PURPOSE**

To protect student safety and to preserve the integrity of our learning environment, personal electronic devices are not allowed at OPA during school hours. Students are not allowed to have personal electronic devices on their person, including in pencil pouches, in pockets, or in binders. Electronic devices should be left at home, checked in at the front office, or locked in a locker during the school day. When personal electronic devices are used before or after school, they should be used in accordance with OPA Policies and Procedures in addition to the following standards:

1. Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
2. Electronic devices may not be used to bully, threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
3. Electronic toys are not allowed in the School.

### **2. EXCEPTIONS**

The Principal may give permission for a student to possess an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

A student's guardian may request that the Principal allow a student to possess an electronic device on active mode at all times during the School day, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

A student may possess an electronic device on active mode at all times during the regular School day, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by the Principal.

Electronic devices may be used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer.

A student's guardian may make individualized requests for exceptions to these procedures to the Principal.

### **3. RIGHTS AND RESPONSIBILITIES**

Students bring electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged electronic devices.

An individual other than a student who finds or confiscates a privately owned electronic device may search the device for the purpose of determining the device's owner. Students may not search electronic devices.

The School is not responsible for loss, damage or theft of any privately owned electronic devices. The School will make reasonable efforts to notify parents/guardians that the School has a student's electronic device in its possession. Custodial parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment.

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices. Once a device is turned over to law enforcement, the school transfers responsibility to law enforcement and the policies and procedures of that entity; parents are responsible for communicating with law enforcement regarding the device.

#### **4. CONSEQUENCES FOR VIOLATION**

On the first violation of these procedures, a privately owned electronic device will be confiscated, labeled, and held in a secure location. At the end of the day it will be returned to the student. The Principal, teachers, and other individuals designated by the Principal may confiscate privately owned electronic devices under these procedures.

On the second violation of these procedures, a privately owned electronic device will be confiscated, labeled, and held in a secure location. At the end of the day it will be returned to a legal guardian as designated in the Student Management System. The Principal, teachers, and other individuals designated by the Principal may confiscate privately owned electronic devices under these procedures.

If any violation involves cheating or constitutes a violation of the School's Safe Schools Policy or Bullying and Hazing Policy there will be additional consequences determined by the Principal or designee.

Electronic devices that are used inappropriately may be subject to search by the Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

The Principal may impose additional disciplinary consequences for a student's violation of these procedures, considering the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

1. Required check in/out of devices at the front office.
2. Disciplinary letter to the student's parent/guardian that is placed in the student's file
3. Detention
4. In-School suspension
5. Suspension
6. Expulsion
7. Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School will retain un-retrieved electronic devices until the end of the School year, at which the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

## **5. NOTICE OF THE POLICY**

The School will give parents and students written notice of these procedures annually. Written notice may be satisfied by posting the policy on the School's website, publishing the policy in a School Handbook, sending the policy to the student's home, or any other reasonable means.

## **6. OTHER PROVISIONS**

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas.

Students are responsible for their own electronic devices and may be subject to discipline if another misuses their device.

## **EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES**

### **1. PURPOSE**

Ogden Preparatory Academy will allow personal devices on our network and school grounds for Employees and Board Members who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding Bring Your Own Technology (BYOT).

The use of personal devices by Employees and Board Members is optional. Employees and Board Members who do not participate in BYOT will not be penalized. Alternate modes of participation will be available.

An important component of BYOT will be education about appropriate online behaviors. Cyber-safety rules and reinforcement about safe online behaviors shall be reviewed with teachers each school year. In addition to the rules outlined in these guidelines, teachers will be expected to comply with all school and classroom rules while using personal devices. The use of technology is not a privilege and shall be restricted and/or revoked if abused.

## **2. PERSONAL DEVICE DEFINITIONS AND TYPES**

For the purpose of this program, the word “devices” shall include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note: Nintendo DS and/or other gaming devices with internet access are not permissible. In addition, home automation/assistant devices (Google Home, Amazon Alexa products, Apple Homepod, etc.) and the like are not permissible. These products are a direct violation of student privacy and will be blocked from usage on the Ogden Preparatory Academy Network.

## **3. GENERAL GUIDELINES**

1. Employees and Board Members participating in BYOT must adhere to all policies and procedures of Ogden Preparatory Academy, particularly the Internet Acceptable Use policy.
2. Personal Devices must be approved by Ogden Preparatory Academy’s Support Services before gaining access to the school network.
3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by an administrator. Headphones may be used.
4. Employee and/or Board Members’ personal devices may not be used by students at any time.
5. Employees and Board Members may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities unless otherwise allowed by an administrator.
6. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum during school hours.

## **4. PRIVACY ACKNOWLEDGEMENTS**

1. The school network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited and shall be considered abuse.
2. Ogden Preparatory Academy is authorized to collect and examine any device that is suspected of causing technological problems or was the source of an attack or viral infection.

3. Employees and Board Members should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the school code of conduct. If the device is locked or password protected the Employee or Board Member shall unlock the device at the request of a school administrator.

## **5. GOVERNMENT RECORDS AND PERSONAL DEVICES**

Due to the nature of working in a public school, employees using personal devices to complete work tasks and receive/transmit work communication shall be aware of the following:

1. Any message an employee sends or receives on a personal device(s) in connection with his/her job is a record, and is the property of the State of Utah.
2. Any data created, received, or accessed by a personal device(s), or stored on a personal device(s), in connection with the employee's job is a record, and is the property of the State of Utah.
3. All state records, including those stored on or associated with a personal device(s), may only be deleted according to an approved retention schedule. Destroying records contrary to a retention schedule is a Class B misdemeanor.
4. Transitory messages (messages which are only needed for a very brief period of time, such as a day or a week) may be deleted once the employee is done with them.
5. The employee agrees not to destroy non-transitory records, including those stored on or associated with a personal device(s).
6. The employee understands that he/she may need to provide non-transitory records, including those stored on or associated with personal device(s) to the State if requested to do so.
7. A personal device(s) may be subject to confiscation by the State as needed to access State records thereon.

## **6. ACCEPTABLE USE POLICY**

Employees and Board Members who declare on the Staff Acceptable Use of School Electronic Resources Acknowledgment of Receipt and Understanding confirm that they will be participating in the BYOT program:

1. Agree to abide by the above policy and guidelines.
2. Understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action.

Additional rules regarding the use of personal devices may be included and shall be explained to all employees and board members upon inclusion.

## **GUEST ELECTRONIC DEVICES**

Parents, guests and visitors to the School may use electronic devices at School and at School sponsored activities only in accordance with rules established by the Principal. Such individuals who use the School's electronic resources may not use such resources to access inappropriate material or information. Use of School electronic resources shall comply with all OPA Policies and Procedures, unless an explicit, written exception from Administration is in place.

## **LOST, STOLEN, OR DAMAGED DEVICES**

Each user is responsible for his/her own device and should use it responsibly and appropriately. Ogden Preparatory Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While administration will help Employees and Board Members identify how to keep personal devices secure, Employees and Board Members shall have the final responsibility for securing their personal devices. It is recommended that you review your Homeowner's or Renter's Insurance policy regarding coverage of personal electronic devices.

## **OTHER PROVISIONS**

1. Usage Charges: Ogden Preparatory Academy is not responsible for any personal device charges that may be incurred during approved school-related use.
2. Network Considerations: It is recommended that users maintain appropriate bandwidth for school-related work and communications. Users will have access to the "OPA Staff" wireless network. Ogden Preparatory Academy does not guarantee connectivity or the quality of the connection for personal devices. The Ogden Preparatory Academy's Support Services is not responsible for maintaining or troubleshooting Employee or Board Member devices.

## Document History

Approved:

## Legal References