



Personal Electronic Devices Policy

Policy Number: 7101

I. Purpose

The Summit Academy Board of Trustees recognizes the need to regulate the use of electronic devices in the school environment outlined in **Utah Admin Code R277-495**. Such devices can be disruptive to the learning environment during the regular course of the school day. Unauthorized electronic devices, or if authorized devices are misused, may be held by the teacher or administration until the close of the school day or until the teacher or administrator makes arrangements with the parent/guardian to retrieve them.

II. Definitions

- A. Acceptable Use: a document stipulating constraints and practices that a user shall accept prior to user accessing the LEA's, or any school with an LEA's network or the internet
- B. Electronic Device: a device that is used for audio, video, or text communication or any other type of computer or computer like instrument including smart phone, smart or electronic watch, tablet, virtual reality device, or emerging technology
- C. Emerging Technology: any device that has or will be able to act in place of or as an extension of an individual's cell phone; does not include school provided or required devices
- D. LEA-Owned Device: devices owned or issued by Summit Academy.
- E. Privately-Owned Device: devices owned by students, employees, or guests.
- F. Guest: Any individual not employed by, enrolled in, or formally volunteering with Summit Academy.
- G. Inappropriate Matter: content as defined in Utah Code 76-10-1235(1)(a) and 53G-10-103 (e.g., indecent or pornographic material).
- H. Instructional Time: the scheduled academic portion of the day when learning activities are in progress, also known as classroom hours
- I. Non-Instructional Time: the time before, after, or between instructional timeframes, including lunch periods, passing periods, etc.
- J. School Hours: the time from the beginning of the school day, as designated by the school's bell schedule, until the end of the school day, as designated by the school's bell schedule, including all instructional time, lunch periods, recess, and transition times between classes.

III. Student Use of Electronic Devices During School Hours

- A. Summit Academy students may not use an electronic device (including cellphone, smart watch, or emerging technology) at school during school hours.
- B. Exceptions are in place to allow for use of electronic devices should the student need to:
 - i. Respond to an imminent threat to the health or safety of an individual;

- ii. Respond to a school-wide emergency;
- iii. Use the SafeUT Crisis Line;
- iv. Engage with the student's IEP or Section 504 accommodation plan activity; or
- v. Address a medical necessity.

IV. Student Use of Electronic Devices Before or After School

- A. Summit Academy Students may access Summit Academy's wireless network after agreeing to and signing Summit Academy's Information Network Acceptable Use Policy Agreement.
- B. Summit Academy acknowledges that misuse of electronic devices:
 - i. Can significantly impair academic excellence
 - ii. Can contribute to bullying, humiliation, harassment, or intimidation of school-related individuals, including students, employees, and guests, consistent with Rules R277-609 and R277-613
 - iii. Can violate local, state, or federal laws
- C. Devices must be put away or on "school" mode unless actively permitted.
- D. Devices and their content are the sole responsibility of the student and their parents. The school is not responsible for content, loss or damage.
- E. At no time may an electronic communication device be used by any student in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated Utah Admin Code R277- 613. See Bullying, Cyber-Bullying, Hazing, and Retaliation Policy.
- F. At no time can electronic devices be used during standardized assessments.

V. Employee and Guest Use Guidelines

- A. Summit Academy prohibits the use of electronic devices to access inappropriate matter on LEA-owned electronic devices or privately-owned electronic devices on school property, at school-sponsored events or using school connectivity may have criminal, employment or student disciplinary consequences, and if appropriate, may be reported to law enforcement;
 - i. Including prohibition of use that would cause invasions of reasonable expectations of student and employee privacy
- B. Employees are responsible for LEA-issued electronic devices at all times and misuse of an electronic device may have employment consequences, regardless of the user;
- C. Staff are responsible for educating minors on appropriate online activities, as required by Section 53G-7-1202, and in supervising such activities.
- D. Schools will have written procedures and training regarding misuse of electronic devices
 - i. After three violations of any of the above behaviors, or in cases of gross misuse as determined by school administration, the student's electronic devices privilege may be revoked. The privilege of bringing electronic devices can only be reinstated through petitioning Summit Academy's administration.
 - ii. Required school-level training will be delivered to employees and students regarding appropriate use and how to report alleged violations.

- E. Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to counseling sessions, locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
- F. Personal Electronics Device Policy is to be reviewed, at minimum, every three years.

VI. Confiscation & Search

- A. Only licensed school personnel can confiscate devices.
- B. Searches may occur only with reasonable suspicion of policy violation.
- C. Parents will be notified within a reasonable time of device confiscation.
- D. The school is not liable for damage, theft, or loss of confiscated devices.

VII. References

Utah Admin Code R277-495

Utah Admin Code R277-609

Utah Admin Code R277-613

Utah State Code 53G-7-1002

7103 - Internet Safety Policy – In compliance with the Children’s Internet Protection Act (CIPA)

7102 - Information Network Acceptable Use Policy

VIII. Attachments

Information Network Acceptable Use Policy Agreement

IX. Revision History and Approval Date

Version 1: August 2010: Original date of approval

Version 2: November 21, 2019: Approval of updated changes that incorporate current regulations and update policy format.

Version 3: October 27, 2022: Update changes to open wireless network following Acceptable Use Agreement.

Version 4: August 21, 2025: Reorganization of Sections, update format, update changes to R277-495 in Utah Administrative Rule

Version 5: August 20, 2026: Update format, updated changes to R277-495. Links added.