



C.S. LEWIS ACADEMY

Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

Electronic Device Policy

Purpose

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, C.S. Lewis Academy hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. The school is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices.

Definition

A personal electronic device is a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument which include, but is not limited to

- Cell phones with and without picture-taking capacity
- i-Phones; and other 'smartphones'
- Smart watches
- i-Pods and other mp-3 players
- Tablets, with or without internet
- Portable gaming devices
- Laptops, and small personal computers such as chromebooks, etc not supplied by the school



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Use of Electronic Devices

- Students may NOT use personal electronic devices between 7:45 a.m. and the end of the school day.
- Students may have personal electronic devices in their possession during the regular school day, but the device must remain out of sight in a backpack and be turned off or on a silent mode. This includes:
 - Before or After School
 - During lunch
 - On the Bus
- If students intentionally use or respond to personal electronic devices during the school day the electronic device may be confiscated.
- Devices may be retrieved by individuals designated by the school. Students may also be subject to school discipline.

Exceptions to the Electronic Devices Policy

Medical Reasons

- Administrators may give specific permission for written parental requests for students to possess electronic devices during the regular school day (or instructional time) for specific and documented medical reasons, if the devices are on silent mode.

Parent Request



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- A parent may request an exception from this policy for a limited time period and only upon showing a documented and substantial need which cannot be satisfied by other means.
- Exceptions may be granted at the sole discretion of the Executive Director or his/her designee and may be rescinded by the Executive Director at any time.

Emergency

- Emergency use of personal electronic devices shall be limited to the provisions of this policy, e.g. to protect the safety of the student, other students, school employees during the limited period of the emergency.

Parents shall make written requests for exceptions to the C.S. Lewis Academy policy to the Executive Director or his/her designee prior to the student's need to possess or use an electronic device in violation of the school policy. C.S. Lewis Academy shall have forms available at the main office for parent requests for exceptions to the electronic device policy.

Violations

Students cannot use personal electronic devices at any time or place for/to:

- Activities which disrupt the educational environment.
- Illegal activities in violation of state or federal laws or regulations.
- Unethical activities, such as cheating on assignments or tests.
- Immoral or pornographic activities, including, but not limited to sexting.
- Activities which threaten, humiliate, harass, or intimidate others.
- Activities in violation of CSLA policies and procedures relating to student conduct and harassment.



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- Activities which invade the privacy of others.
- Activities which constitute bullying or cyberbullying.
- Engage in any unauthorized audio recordings, capture of images, transmissions of recordings or images, or invasions of reasonable expectations of student and employee privacy.
- Obtain unauthorized access, including hacking and other unlawful activities by ALA electronic device users.
- Violate the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications (including instant messaging).

Consequences for Violation of Policy

- There may be administrative and criminal penalties for misuse of personal electronic devices and local law enforcement officers may be notified if administration believes a student has misused an electronic device in violation of the law.
- The students' use of privately-owned electronic devices to bully or harass other students or employees and result in disruption at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.
- If students use or respond to electronic devices during instructional time, the electronic device will be confiscated.
- Cell phones or personal electronic devices being used or seen out of a backpack during the school day will be confiscated and students must meet with an administrator before it will be returned. A third confiscation will result in a parent/administrator conference before the phone will be returned.



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Other Provisions

- Students that bring personal electronic devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment.
- Picture taking or recording by students is strictly forbidden in school or school activity private areas, counseling sessions, and bathrooms.
- Students are strictly responsible for their own personal electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
- Personal electronic devices inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion.

Notice To Students & Parents of Policy

- Parents and students shall receive annual written notice of the school's electronic device policy. Written notice may be satisfied by posting the policy on the school's website, publishing the policy in a school handbook or directory, sending the policy to the student's home or any other reasonable means.
- Parents and students shall receive annual notice of the policy.
- Parents and students shall receive notice of changes in the school policy in a timely manner and through reasonable means.
- A copy of the most current policy shall always be available in the main office of the school and shall be posted online on the school website.



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- Schools may require that parents return a copy of the policy with a signature indicating that parents have had access to the policy.
- Information to parents shall provide clear information of how best to contact students during school hours or activities, in lieu of immediate contact by electronic device.