

ELECTRONIC DEVICE POLICY

Purpose

To ensure productive learning experiences for students and staff, Entheos Academy has an acceptable parameters for the use of electronic devices in school hours, on property and during school sanctioned activities.

I. Definitions.

- A. "Electronic devices" beepers, pagers, cell phones with or without picture taking capacity, mobile communication devices, hands-free devices (ex: bluetooth, smart watches), electronic readers and gaming devices.
- B. School or school events
 - a. Hours that make up school day, e.g. from 7:40 a.m. until 3:00 p.m., during students' individual courses or during the entire period of the elementary/intermediate school day
 - b. Including school-provided transportation to and from curricular activities and extracurricular activities, including athletic events
 - c. Field work
 - d. Extended school-sponsored trips or activities
- C. Parent/legal guardian
 - a. Person(s) who has legal responsibility for the child's education
- D. Individualized suspicion
 - a. Information that individual has violated policy;
 - b. generally required for constitutional search (including personal belongings);
 - c. exceptions are possible when privacy interests implicated in search are minimal and where other safeguards are available;
 - d. not as exacting in the public school setting as in criminal law.
- E. Reasonable suspicion
 - a. Reasonable suspicion need not be based on a single factor, but on the totality of the circumstances;
 - b. aggregate effect of all information available at time of search;
 - c. does not require absolute certainty, but only 'sufficient probability,' the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely.
- F. Medical reasons
 - a. student's illness, with or without a health care professional's documentation
 - b. student's recurring illness or medical problem(s)
- G. Instructional time
 - a. hours during the school day designated by the school or school district;
 - b. cumulative hours and days during the course of the school year must equal 990 instructional hours and 180 instructional days, consistent with R277-419.

II. Use of Electronic Devices.

Electronic devices may NOT be used during the school day, during school-sponsored activities or transportation.

- A. Exceptions may be made, only in writing through the assigned school counselor or school administrator, for specific and documented medical reasons, unusual family situations, or specifically designated periods.
- B. If students are found in possession of a prohibited electronic device, the device can be confiscated. Students will also be subject to school discipline.
- C. Students/parents are also on notice that confiscated electronic devices are subject to search by school administrators.

III. Exceptions to general electronic device policy shall be made consistent with school district and school policies, but in the judgment and discretion of the school administrator. Exceptions will only be made for compelling circumstances, and only if offered expressly by the parent/requestor.

- A. Medical reasons
 - a. School 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.
- B. Parent request
 - a. A parent may request an exception from this policy for a limited time period and only upon showing of a documented and substantial need which cannot be satisfied by other means. Exceptions may be granted at the sole discretion of the school principal or school principal's designee and may be rescinded by the principal at any time.
- C. Teacher permission
 - a. Teachers may allow for limited use of electronic devices subject to prior written approval by the school principal. Use must be for a defined period of time and directly related to an instructional activity. Permission may be rescinded effective immediately if students are found to be in violation of the policy outside of the designated class time.
- D. Emergency
 - a. Emergency use of 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.
- E. Parents shall make written requests for exceptions to the school district/ school policy to the school principal or school principal designee prior to the student's need to possess or use an electronic device in violation of the school district/school policy. Schools shall have forms available at the main office and in the counseling center for

parent/student requests for exceptions to the electronic device policy.

IV. Consequences for Violation of Policy.

- A. Parents and students are expected to be familiar with and to act consistent with the policy at all times. Students may be entitled to a warning by staff for violations prior to discipline or confiscation of the device, but any violation can result in confiscation.
 - a. After first and second confiscation, electronic device can be retrieved by student at designated time, not to exceed the same school day.
 - b. After third confiscation, electronic device can only be retrieved by the student's parent or guardian.
 - c. Electronic devices may be retrieved during school hours or upon appointment with a designated administrator.
 - d. The school is not responsible for lost, theft or security of confiscated devices.

V. Notice to Students and Parents of Policy.

- A. Parents and students shall receive annual written notice of a school district's/school's electronic device policies. Written notice may be satisfied by posting the policy on the school district's/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.
- B. Parents and students shall receive annual notice of the policy;
 - a. parents and students shall receive notice of changes in the school district/school policy in a timely manner and through reasonable means.
 - b. A copy of the most current policy shall be available in the main office of the school and shall be posted online on the school website, if a school has a website.
- C. Students and parents shall be notified that law enforcement may be contacted, at school's discretion, if circumstances warrant such contact.

VI. Confiscated Electronic Devices.

- A. Only school personnel may confiscate student electronic devices.
- B. School employees are discouraged from searching student electronic devices. If there is "reasonable suspicion" to search an electronic device the device should be turned over to an administrator for searching. Such a search may include a review of text messages, photo files, and recent, missed, or dialed calls.
- C. School employees may search an electronic device if the device is found by the employee for the limited purpose of determining the device's owner.
- D. Schools will do their best to guard and protect confiscated electronic devices, but are not responsible for loss, damage, theft.
- E. Schools will make a good faith effort to notify parent(s) that electronic device is in the school's possession. Parents will be expected to retrieve confiscated devices within seven school days.

VII. Other Provisions.

- A. Picture taking or recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, washrooms, dressing areas.
- B. Students bring electronic devices on school property, to school activities or field work at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment.
- C. Students are strictly responsible for their own 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).
- D. Students and parents should be informed and understand that confiscated electronic devices may be subject to search by school officials.
- E. A student's penalties for violation(s) of an electronic device policy provision may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received and specific circumstances of the violation