

SUBJECT: Electronic Device Policy

I. Policy

The Summit Academy Board of Trustees recognizes the need to regulate the use of electronic devices in the school environment. Such devices are disruptive to the learning environment during the regular course of the school day. The Board delegates to Administration the responsibility for developing appropriate guidelines to implement this policy in accordance with accepted education practices and with the laws of the State of Utah.

I. Definitions

- A. Electronic Devices – Includes beepers, pagers, cell phones (with or without cameras) Blackberries, I-Phones, smart phones, hands-free devices, digital cameras, video cameras, and all similar or related items.
- B. School or School-sponsored Events – The hours that make up the school day from 7:30 a.m. to 2:15 p.m., during the students' individual courses or during the entire school day. This includes the time spent going to school-sponsored events or activities on school-provided transportation to and from such extracurricular activities and field trips, including athletic events.
- C. Passing Time – The period designated for lunch during the school day.
- D. Lunch Time – The time period designated for lunch during the school day.
- E. Parent/Legal Guardian – Person(s) who has legal responsibility for the student's education.
- F. Individualized Suspicion – Need not be based on a single factor but may be an aggregate of all the information available at the time of a search.
- G. Reasonable Suspicion – Need not be based on a single factor but may be an aggregate of all the information available at the time of a search.
- H. Medical Reasons – Documented student illness, with or without documentation for a health care professional, of a student's illness or medical problem.
- I. Instructional Time – The hours during the school day designated by the school which includes the cumulative hours and days during the course of the school year consistent with R277-419.

II. Use of Electronic Devices

- A. During the School Day – Electronic devices may NOT be used by students during the school day, during school-sponsored activities or transportation as outlined more fully below:
 - 1. Students may not have electronic devices in their possession between 7:30 a.m. and the end of the school day or at school-sponsored extracurricular activities. Exceptions may be made,

in writing, through the school administrator, for specific documented medical reasons, unusual family-related reasons, or specifically designated periods or events.

2. If Students are found in possession of a prohibited electronic device, the device will be confiscated and can only be recovered by a parent/legal guardian at times designated by the school. Students will also be subject to additional school discipline.
3. Students/parents are also on notice that confiscated electronic devices are subject to search by school administrators.

III. Exceptions

- A. Any exception to the Electronic Device Policy shall be made consistent with the school's policies and in the judgment and discretion of the school administrator. Exceptions will be made only for compelling circumstances and only if expressly requested by the student's parent/legal guardian. Possible exceptions are listed more fully below:
- B. Parent Request – a parent may request an exemption from this policy for a limited time period only upon showing a documented and substantial need which cannot be satisfied by other means. Such exceptions may be granted at the sole discretion of the school principal or designee and may be rescinded by the principal at any time.
- C. Teacher Permission – a teacher may allow for limited use of electronic devices subject to prior written approval by the school principal. Such use must be for a defined period of time and directly related to an instructional activity. Permission may be rescinded if students are found to be in violation of this policy outside of the designated time and scope of use.

IV. Consequences for Violation of the Policy

- A. Students will not be given warnings prior to being subject to the provisions of this policy. Parents and students are expected to familiarize themselves with and act in accordance with this policy at all times.
- B. Only the student's parent/legal guardian may retrieve confiscated electronic devices. The parent/legal guardian may retrieve confiscated devices between 7 a.m. and 4 pm. Or upon appointment with a designated administrator. Confiscated devices may be maintained at the school for a period of four weeks after which time the device may be donated to a local charitable organization. If devices are donated, the school will take reasonable steps to ensure that any student personal information is cleared from the devices(s). The school will not be responsible for the loss, theft or security of confiscated devices.
- C. The school may impose additional disciplinary consequences for a violation of the electronic device policy. Such penalties may include a disciplinary letter, in-school suspension, suspension, loss of extracurricular or honor privileges, or other discipline deemed appropriate by the school administrator.

- V. Notice to Students and Parents of the Policy
 - A. 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 website, publishing the policy in a school handbook, or sending the policy to the students' homes by any reasonable means.
 - B. The school may require that parents return a copy of the policy with their signatures affixed indicating that they have had access to the policy.
 - C. Efforts will be made to notify parents that law enforcement may be contacted, at the school's discretion, if circumstances warrant.
- VI. Confiscated Electronic Devices
 - A. Any school faculty or administrator, whether full – or part-time, may confiscate student electronic devices in accordance with this policy.
 - B. In the school administrator's discretion, confiscated devices may be searched for information to determine the device's owner, or upon reasonable suspicion, for other evidence that the student has violated this policy. The search may include review of text messages, photo files, and recent, missed or dialed calls.
 - C. The school will use best efforts to guard and protect confiscated electronic devices and make good faith efforts to notify the student's parents that an electronic device is in the school's custody. Parents/legal guardians are encouraged to retrieve confiscated devices within seven school days or in any event, within the four week period described above.
- VII. Other Provisions
 - A. Picture taking or recording by students is strictly forbidden in school or in a school activity in private areas such as locker rooms, counseling sessions, washrooms, and dressing rooms.
 - B. Students bring electronic devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic devices.
 - C. Students are strictly responsible for their own electronic devices. If a device is borrowed, taken or misused by non-owners, the device owner will be jointly responsible for the misuse or violation of this policy.
 - D. Student penalties for violations of the electronic device policy may vary depending upon the intentional nature of the violation, other disciplinary actions to which the student has been subject, and the specific circumstances of the violation.