

Waldorf High School of Massachusetts Bay

Acceptable Use Policy for Cell Phone, School Computers & Other Electronic Devices

Policy Summary

Students may not use cell phones or other electronic devices during the school day after the first bell, except during the lunch period. Devices may be used only during lunch time and not at any other time (including breaks). During all other times, devices are to be turned off and out of sight and should be kept in a backpack, handbag, or locker. It is not acceptable to keep cell phones in the pocket of an item of clothing. Headphones or earbuds must similarly be stored away.

An approved exception to this policy is the use of devices in classes with explicit teacher approval each time. On any school trip, the rules regarding use of electronic devices during that trip will be determined by the faculty or staff members leading it.

The determination of whether the school's computing resources or students' personal devices are being used in an inappropriate manner is up to the sole discretion of members of the faculty and staff. Any use deemed inappropriate may result in the confiscation of the personal device in question. The use of personal devices during the lunch hour is a privilege, which can be taken away; nothing in this policy implies a right to use personal devices during the lunch period.

Students are responsible for their own laptop maintenance issues including any problems in connecting to the wireless network.

There is no EATING or DRINKING near school computers.

Non-Compliance Summary

Students who do not comply with the policy risk having their device confiscated. Devices (including headphones/earbuds) will be taken if they are seen, even if the device is not being used at that moment.

Non-Compliance Consequences

1. On the first and second offense, devices will be turned into the Main Office and can be retrieved by students at the end of the day.
2. On the third offense, students must turn their device into the Main Office daily for one week and parents will be notified. Students may retrieve their devices at the end of each day.
3. Repeated offenses may result in suspension of privileges for up to a semester or other disciplinary actions as outlined in the school's discipline policy.

Acceptable uses of technology in school

- The school's computing resources (including desktop computers, iPads, Chromebooks, and the school's Wi-Fi network) are only to be used for educational purposes, such as research, work on assignments, career/college guidance, and other official school activities.

Prohibited uses of the school's computing resources include but are not limited to:

- Personal or recreational use, including playing games, shopping, recreational browsing, and social media.
- Deliberate destruction of the school's hardware or software resources.
- Moving, modifying, or deleting other students' files or data.
- Using the school's computing resources for commercial purposes.

Prohibited uses of the school's computing resources EXCEPT with the explicit permission of a faculty member include:

- Use of the school's computers in the Student Lounge when classes are scheduled without written permission.
- Downloading or installing software on school computers/devices.
- Use for political advocacy.
- Posting personal contact information.

Prohibited uses of both the school's computing resources AND for student use of their own personal devices:

- Any use which is in violation of federal, state or local law. This includes the transmission of copyrighted materials.
- Bypassing or penetrating any security measures, including gaining entry or "hacking" into either the school's server or remote systems.
- Harassing, bullying, threatening, defaming, insulting, or attacking others.
- Posting private information about another person, including faculty and staff members, without that person's explicit consent. This includes photographs and recordings of any kind, and also includes acquiring such private information at school and posting it at a later time.
- Using profanity, obscenity, or other language that may be deemed offensive to others.
- Accessing pornographic, obscene, violence-related and/or drug-related material.
- Plagiarism – Students must be careful to cite all internet sources used in their papers.

The use of the school's computing resources and personal electronic devices is a privilege that may be revoked if a student is found to be engaging in any prohibited use. The suspension of privileges can vary from a portion of a day to a semester, depending on the seriousness of the offense. Serious or repeated offenses may result in other disciplinary actions as outlined in the school's discipline policy.

Student Signature

I have read this policy and I agree to abide by it.

Reviewed by Parent
