

CELL PHONE/ELECTRONIC DEVICES POLICY

Communication/Electronic Devices:

Cell phones or other wireless communication devices shall not be used during the school day and should be turned off before formation. Laptops, tablets, cell phones, smart watches, Google Glasses, or other wireless communication devices shall not be used during the school day. These electronic devices must remain off and out of sight between 7:10am and 2:00pm, including lunch time. The only exception to this policy will be in classrooms where teachers authorize personal devices for educational use under the school's Bring Your Own Device (BYOD) policy. Cadets involved in a BYOD activity may use their electronic devices in class, but must turn them off immediately at the end of the lesson or the class. Under no circumstances may cadets use their devices in common areas including hallways, courtyard, restrooms, or the cafeteria. The school is **NOT** responsible for stolen or lost electronic devices.

Cadets are prohibited from electronically recording teachers or classes without the written permission of an administrator or designee. During testing administration, if a cadet is found with an electronic device that reproduces, transmits, calculates, or records (for example, a cell phone, camera, smart watch or tablet) in a pocket, at his/her desk, or within reach during testing, that cadet's test will be invalidated. In addition, the device will be confiscated and the cadet will be disciplined. A violation of the policy regarding electronic items gives school officials reasonable suspicion to conduct a search of the contents of the electronic item.

Bring Your Own Device (BYOD) Policy:

The goal of the BYOD program is to expand opportunities for 21st Century learning. However, using personally owned devices at school is a privilege, not a right and may only be used for learning purposes at the discretion of the classroom teacher. This privilege may be revoked for the cadet body as a whole or for cadets individually at the discretion of the administration. Therefore, it is important that cadets use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

Devices Permitted During BYOD:

The following devices, though currently permitted, may be prohibited at the discretion of the school administration.

- Laptops, smart watches, Chromebooks
- Tablets (iPad, Galaxy, Surface, etc.)
- E-Reader – (Kindle, Nook, etc.)
- Headphones and earpods
- Internet Accessible Cell Phones (iPhone, Android, Windows based Smart Phones, etc.)

Rules and Conditions:

The following rules and conditions are specific to SMA's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct and Technology AUP. Parents/guardians must retrieve confiscated devices during normal business hours.

Where/When/Storage:

1. Cadets may only use their device in the classroom when instructed to do so by their teacher.
2. Cadets may not use their device to text or update personal sites/accounts during school hours.
3. Cadets may not use their device in common areas (hallways, bathrooms, locker rooms, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
4. Cadets may only use electronic devices in the library/media center with the permission of the media specialist. If sound is required, headphones must be used.
5. Cadets should not ask teachers or staff to 'hold onto' or store their device.
6. Administrators/Staff should not be asked to retrieve devices left in school.
7. Devices must be off, off and away, when not being used in the classroom.

Network/Internet Access/Electrical:

1. Cadets should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for cadets found to be visiting websites which are blocked by the school's filter.
2. Personal devices may only connect to the school's guest network. Although some devices may not be able to connect to the guest network, the school will not alter network settings in order to allow such devices to connect.
3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all cadets connecting to the wireless network.
4. Cadets should bring devices fully charged to school. Access to electrical outlets or computers for charging is not permitted.
5. Cadets will not have access to network printers using their own device. Media Center has printers that are accessed through school issued computers.

Theft/Loss/Damage/Troubleshoot/Inspection:

1. The school/district will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
2. The school/district will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/district staff, including technology staff, will not configure troubleshoot, or repair student devices.

Phone Calls/Messages to Cadet:

- If a cadet has an emergency that requires a phone during the school day, the cadet may use the phone in the classroom with the teacher's permission, as well as, in the main office.
- Cell phone use during the school day is prohibited – except for learning in conjunction with a teacher-approved Bring Your Own Device (BYOD) activity – and will result in confiscation and a discipline consequence.
- If a parent needs to reach a cadet during the school day, the main office should be called.