



POLICY 362

I. PURPOSE

- A. The purpose of this policy is to establish procedures for student possession and use of personal electronic devices, including cell/mobile phones, smart watches, and earbuds/air pods, while on school property.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Lakes International Language Academy (the School) board to improve academic performance and support student mental health.

This policy limits the use of personal electronic devices to enhance academic performance and create a better learning environment. Research has shown that these devices can be a significant source of distraction, leading to lower academic performance. Studies have found that students who frequently use their devices in class tend to have poorer grades, and that multitasking with cell phones and other electronic devices negatively affects information retention and understanding. Furthermore, studies of effective teaching have shown that both teachers and students recognize the disruptive nature of personal electronic devices in the classroom.

Beyond academic impacts, excessive use of personal electronic devices can contribute to mental health issues, including increased anxiety, stress, social isolation, and depression. Restricting these devices has been shown to improve both relationships and the learning environment by promoting more face-to-face interactions among students.

III. DEFINITIONS

- A. Personal Electronic Devices include personal cellular or other mobile phones (“cell phones”), watches or other wearable devices that allow the user to communicate with others, connect to social media, or stream music or other media.
- B. Headphones: include any personal device used to listen to another device, including but not limited to a phone, tablet, or computer, through a cord, bluetooth, or other means. Headphones for the purposes of this policy, include but are not limited to over-the-ear headphones as well as earbuds and air pods.
- C. Use of Electronic Devices for Academic Purposes: the use of a personal computer or school-assigned electronic device for fulfillment of assignments, projects, and research required for a class.
- D. Use of Electronic Devices for Non-Academic Purposes includes, but is not limited to, the use of personal electronic devices for communication with others for reasons not related to the learning requirements of the school, such as listening to music or other media, playing electronic games, or being alerted to incoming messages through a sound or vibration.

IV. STUDENT USE OF PERSONAL COMPUTERS FOR ACADEMIC PURPOSES

- A. Students may use a personal computer or school-assigned electronic device for the fulfillment of assignments, projects, research, or other purposes required for a class, while in class under the direction and supervision of a teacher.

- B. Students may use personal computers to fulfill school assignments during scheduled study hall periods.
- C. Students may not use personal computers for Non-Academic Purposes at any time during the school day, including during study hall periods.
- D. Students may not use personal electronic devices other than personal computers during the school day, with specific exceptions noted below.

V. STUDENT USE OF PERSONAL (NON-COMPUTER) ELECTRONIC DEVICES IN CLASSROOMS

- A. Students requesting permission to leave the classroom during class must place their cell phone in a designated device box or on the teacher's desk before leaving the classroom or leave their bags, jackets, and backpacks in the classroom.
- B. During times of testing and other student evaluations, teachers may request that students remove their cell phone from their possession in an effort to reduce the possibility of compromised test security.

VI. RESTRICTION OF STUDENT PERSONAL DEVICES FOR NON-ACADEMIC REASONS

- A. Students are encouraged to leave cell phones or other electronic devices, including smart watches, and earbuds/air pods, at home. If students choose to bring personal electronic devices, such as a cell phones, smartwatches, earbuds or airpods to school, the expectations are as follows:
 - 1. Students assume the risk of damage, theft, or loss when choosing to bring any of their personal electronic devices to school.
 - 2. Personal electronic devices must remain in student backpacks or lockers and must remain silent (with all alerts, including vibrations, turned off) during the entire school day, with an exception for high schoolers during lunch (see below).
 - 3. Preschool, elementary, and middle school students are not permitted to use their non-computer personal electronic devices during the school day. This includes during classes, passing time, lunch, and recess.
 - 4. Preschool, elementary, and middle school students are not permitted to use their personal computers during passing time, lunch, or recess.
 - 5. High school students (grades 9 - 12) will be permitted to use their personal electronic devices during their assigned lunch period, only while in the atrium. High school students are not permitted to use personal electronic devices in the lunch line, hallway, or bathrooms.
 - 6. Use of non-computer personal electronic devices will not be permitted in hallways at any time during the school day.
 - 7. Students who need to be in contact with their family during the academic day are to ask permission to use one of the school phones. Parents are welcome to contact LILA's school office if there is a message that needs to be relayed to their child during the school day.
 - 8. Students may use their personal electronic devices before and after the academic school day, including checking in or responding to family members, sending and receiving appropriate communication with friends, sharing school-appropriate material with friends.

- a) Students may not use their personal electronic devices if they are participating in a before or after-school program that does not allow the devices, such as an activity, club, or sport.
 - b) Upper School advisory period is considered part of the academic school day. Therefore students are not permitted to use their personal electronic devices in advisory period.
9. When headphones are required for instructional purposes, they may be supplied. If there is an approved accommodation, students may use their personal pre-approved headphones for those purposes. Students may use wired headphones during teacher-approved class time.
 10. Cell phone or camera use is not permitted in locker rooms or bathrooms at any time, including before and after school.
 11. Using a cell phone at any time to record or take photos of staff members or other students is not allowed without permission.
 12. Sharing or asking classmates for inappropriate content is not permitted.

VII. INFRACTIONS

- A. If a student's personal electronic device is seen or heard at a time when the device is not permitted, a staff member will ask the student to hand them the device.
 1. First policy infraction: staff member will ask for the device and the student's name and will bring the device to the office.
 2. If there is a Second or Third policy infraction: staff member will turn the device in to the office and parents/guardians will be notified that they will be required to pick it up.
 3. If there is a Fourth policy infraction, Administration, Student, and Parents/Guardians will meet to create a personal electronic device plan. For example, devices may be held by administration during days or not allowed on site.
- B. A student who does not give staff members their personal electronic device when requested will be in violation of the Student Discipline policy.

VIII. EXTENUATING CIRCUMSTANCES

- A. Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy. In the case of medical necessity, a student must have a health plan to that effect on file with the school health office.
- B. Cell phone guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities.

REVISION HISTORY

Date	Status		Date	Status		Date	Status
08/13/24	Adopted		11/19/24	Amended			