



**Policy Number:** 3070

**Dated:** 06/25/2014 Updated 06/27/2019

## **ELECTRONIC DEVICE POLICY**

### **PURPOSE**

American Leadership Academy recognizes the fact that the responsible use of electronic devices in the classroom may be beneficial to a student's education; however, electronic devices can also have the effect of distracting, disrupting and intimidating others in the school setting and leading to opportunities for academic dishonesty and other disruptions of the educational process. In order to maintain and secure an orderly learning environment and promote respect and courtesy regarding the use of electronic devices, ALA has established the following rules and guidelines governing student use of electronic devices and procedures to address student misuse.

### **DEFINITIONS**

1. **Electronic Device:** A privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument which include, but is not limited to, cellphones, MP3 devices, iPads, tablets, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, eReaders and other electronic or battery powered instruments which transmit voice, text, or data from one person or entity to another. This also includes hands-free devices (Bluetooth) connected to devices listed above.
2. **Cyber Bullying:** The use of e-mail, web pages, text messaging, social media, instant messaging, three-way calling or messaging, or any other electronic means for aggression, intimidation, or harassment against another person.
3. **Sexting:** The taking, disseminating, sending, sharing, or possession of sexually explicit messages, photographs, or images by electronic devices.
4. **Unauthorized Recording:** Any unauthorized audio recordings, capture of images, transmissions of recordings or images, or invasions of reasonable expectations of student and employee privacy.
5. **Reasonable Secure:** A reasonably secure location is one where there is no expectation of student access and the device is within a contained space such as a drawer or basket in an administrator only area. As long as the administrator follows due diligence in securing the electronic device in a secure location, any loss or damage of the device is at the risk of the student.
6. **Red Zone:** Includes all classrooms in all buildings, the library, academic lab, administrative offices, gymnasiums, restrooms, and locker rooms.

### **STUDENT USE OF ELECTRONIC DEVICES**

Electronic devices may be used during the school day, during school-sponsored activities or transportation as follows:

1. Students may have electronic devices in their possession during the regular school day, but will only be allowed to use their personal electronic device during specified times as follows:

- Before school until the tardy bell rings at 8:05.
- During a student's lunch period.
- After school as signaled by the 3:30 tone ending the 5<sup>th</sup> period class.
- During the 5 minute class changing transition times.

Students will be allowed these times as long as said use is not in violation of any item listed under the violation section.

2. Passing periods and lunch are considered free use times as long as said use is not in violation of any item listed under the violation section.
3. Electronic devices may not be used in the classroom unless specifically allowed by law, an IEP, a Section 504 Accommodation Plan, a Health Care Plan, or testing/assessment directions.
4. Students may use an electronic device in an emergency situation that threatens the health, safety or well-being of students (including themselves), school employees or others.

### **EMPLOYEE USE OF ELECTRONIC DEVICES**

1. All employees are responsible for ALA-issued devices at all times and misuse of devices may have employment consequences.
2. Employees may use privately-owned electronic devices on school premises or at school sponsored activities when the employee has supervisory duties only as allowed by ALA.
3. ALA employees are required to uphold the appropriate use of devices for educational purposes. Any educator who allows students to use devices in a manner inconsistent with the rules may be in violation and may be subject to disciplinary consequences.
4. ALA employees cannot use electronic devices at any time or place to access inappropriate or pornographic images on school premises, which is illegal, may have both criminal and employment consequences, and where appropriate, shall be reported to law enforcement.
5. ALA will follow the school policy and local laws, when necessary, to report the misuse of electronic devices.
6. ALA will follow disciplinary actions toward students or employees or both for violation of school policies regarding the use of electronic devices.

### **VIOLATIONS**

1. Students cannot use electronic devices at any time or place for/to:
  - a. Activities which disrupt the educational environment.
  - b. Illegal activities in violation of state or federal laws or regulations.
  - c. Unethical activities, such as cheating on assignments or tests.
  - d. Immoral or pornographic activities, including, but not limited to sexting.
  - e. Activities which threaten, humiliate, harass, or intimidate others.
  - f. Activities in violation of ALA policies and procedures relating to student conduct and harassment.
  - g. Activities which invade the privacy of others.
  - h. Activities which constitute bullying or cyber bullying.
  - i. Engage in any unauthorized audio recordings, capture of images, transmissions of recordings or images, or invasions of reasonable expectations of student and employee privacy.
  - j. Obtain unauthorized access, including hacking and other unlawful activities by ALA electronic device users.
  - k. Violate the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications (including instant messaging).

## **CONSEQUENCES FOR VIOLATIONS**

1. There may be administrative and criminal penalties for misuse of electronic devices and local law enforcement officers may be notified if administration believes a student has misused an electronic device in violation of the law.
2. Students are personally responsible for devices assigned or provided to them by ALA, both for loss or damage of devices and use of devices consistent with ALA directives.
3. The students' use of privately-owned electronic devices to bully or harass other students or employees and result in disruption at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.
4. If students intentionally use or respond to electronic devices during instructional time, without teacher permission, the electronic device may be confiscated for the remainder of the period and the student may be marked for behavioral detention.
5. Use of electronic devices in violation of ALA or teacher policies may result in the confiscation of personal devices and returned to the student or parent/guardian at an appropriate time.

## **OTHER PROVISIONS**

1. 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 equipment.
2. 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).
3. Electronic devices inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion.