

TECHNOLOGY / INTERNET USE / CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the technology is used appropriately and only for such purposes. The School Leader is delegated the authority to determine whether students will be permitted to possess a cellular telephone or other wireless communication device in school, on school property, at after school activities or at school-related functions. All procedures for cell phones or other electronic communication devices are outlined in the Family/Student Handbook.

The following rules and procedures shall govern technology use at the Academy:

Phones, Computers, and Internet

- A. All computers, telephone systems, electronic mail systems, and voice mail systems are the Academy's property and shall only be used for educational and business purposes.
- B. The use of the Internet by Academy staff and students is a privilege, not a right. The Academy shall establish computer use agreements to provide guidance to staff and students concerning the appropriate and ethical use of Academy computers, software and other equipment as well as any networks that may be established.
- C. To access e-mail and/or the Internet, Academy staff and students must sign and return the Network and Internet Acceptable Use and Safety Agreement. All staff and students shall abide by the Academy's Internet Acceptable Use procedures.
- D. Academy staff and students will receive an account number or password only after signing the computer use agreement.
- E. The Academy will not be liable for the actions of anyone using the Internet through its connection. Staff and students shall assume full liability, legal, financial or otherwise for their actions. In addition, the Academy takes no responsibility for any information or materials that are transferred through the Internet. Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of the user's account, disciplinary action (including suspension or expulsion) and/or legal action.
- F. If the Academy allows staff, students and/or visitors to use privately owned laptops on Academy property, the user must sign the appropriate Network and Internet Acceptable Use and Safety Agreement.

Wireless Communication Devices

- A. "Wireless communications device" means an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. Wireless communications device does not include a basic telephone. WCDs include, but are not limited to the following: cellular phones, Kindles, e-

readers, I-pods, Wi-Fi enabled access devices, video broadcasting devices, tablets, laptops and smart watches.

- B. Possession of a WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.
- C. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy–sponsored event, students must only use the Academy’s filtered Network for data access (either wirelessly or through a direct connection).
- D. School Leader and his designee are authorized to conduct searches of WCDs possessed by students when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate the law, Board policies, Academy procedures as outlined in the Family Handbook, an Academy rule, or any technology use agreement.
- E. Use of WCD’s can create a distraction, disruption or interfere with the educational environment of the Academy. The Academy may prohibit students from the use or possession of any WCD on Academy property, in an Academy vehicle or at any Academy–sponsored event.
- F. The Academy may choose to provide or allow students to use WCD’s, such as but not limited to e-readers and laptops, as part of their course work. The user must sign the appropriate Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use and Safety Agreement as required by the Academy.
- G. Academy owned devices must be returned at the end of the school year and the student will be responsible for the replacement cost of any device damaged or not returned by the student.
- H. The WCD policy will be distributed in the parent-student handbook each year.
- I. Staff and students are personally and solely responsible for the care and security of their WCDs. The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy sponsored activity or event, or the unauthorized use of such devices. Students and staff bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.
- J. Staff and students are prohibited from using WCD’s to capture, record or transmit audio and/or video of any staff member, students or other person on Academy property without express prior permission.
- K. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists, such as locker rooms, restrooms, and any other area where staff and students may change clothes.
- L. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline code of conduct.

- M. Staff and students are prohibited from using WCDs in any way that might reasonably create in the mind of another person the impression of being threatened, humiliated, harassed, embarrassed or intimidated. The transmission of sexually explicit messages including “sexting” is prohibited.
- N. Staff and students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.
- O. Any WCD being used in violation of these guidelines, the Network and Internet Acceptable Use policies and wireless communication devices policies and/or containing inappropriate material (as determined by the Academy administration) shall be immediately confiscated, returned only to a parent/guardian, permission to use the network possibly permanently revoked; may result in student discipline (including suspension and/or expulsion); and possible referral to law enforcement if there is suspicion of illegal activity (e.g., child pornography).
- P. Students refusing to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined according to handbook guidelines.
- Q. Confiscated phones, cameras, and/or electronic devices will be discarded if not picked up by a parent or legal guardian/guardian within 30 days. A notification of that disposal will be sent to the student’s mailing address on file in the School Office prior to such disposal.
- R. These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.
- S. Disciplinary action for a WCD violation can be imposed on an escalating scale ranging from warning to an expulsion based on the nature and circumstances surrounding the violation.

Beginning the 2026-27 School Year

- 1. Students are prohibited from using a wireless communication device on school grounds during instructional time.
- 2. The Board may implement additional restrictions regarding the use of wireless communications devices.
- 3. Exemptions to this policy include:
 - a. Medically necessary devices.
 - b. District-owned devices, including, but not limited to, school-issued tablets and laptops.
 - c. Devices designated by the district to be used for instructional purposes.
 - d. Devices used for special education programming or devices provided as an accommodation to students as required under section 504 of title V of the rehabilitation act of 1973, 29 USC 794, or as part of an individualized education plan under title II of the Americans with disabilities act of 1990, 42 USC 12131 to 12165.
 - e. Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.
 - f. Emergency situations, as described in an emergency operations plan. Use of a wireless communications device must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty.

4. "School grounds" means a building, playing field, or property used for Academy purposes to impart instruction to children or used for functions and events sponsored by the Academy. School grounds does not include a building used primarily for adult education or college extension courses.

The wireless communications device policy shall be posted on the Academy's website