



Ogden Preparatory Academy Electronic Device Policy

Purpose

Ogden Preparatory Academy (the "School") recognizes that electronic devices are widely used and are important tools in today's society. The purpose of this policy is to ensure that the use of electronic devices does not interfere with the learning, safety, and security of other students.

Policy

Definitions

"**Electronic Devices**" means beepers, pagers, cell phones with or without video or picture-taking capability, MP3 players, iPods, and other electronic media, transmitters, receivers or players.

"**School day**" means the hours that make up the school day according to the School's schedule.

"**School-sponsored activities**" means field trips, curricular and extracurricular activities, and extended school-sponsored trips or activities, including school-provided transportation to and from such activities.

"**Instructional time**" means the hours during the school day designated by the school for class instruction.

Use of Electronic Devices

Electronic devices may be possessed and used during the school day and during school-sponsored activities as follows:

- Electronic devices may not be used to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Cell phones may only be turned on and used before and after school hours. If a student brings a cell phone to School, it should be turned off during the school day and placed in the student's locker, backpack or purse.
- CD players may be used according to individual teacher and staff discretion. Only appropriate music can be played. Some classes allow the use of such devices during free time or certain appropriate activities. It is the responsibility of the student to know the specific classroom policy.
- MP3 players and other iPod-type devices are not allowed at School during the school day or at school-sponsored activities.

If a cell phone is heard or seen during school hours, it will be confiscated, sent to the administration and only returned to a parent.

Exceptions

The Principal may give permission for a student to possess an electronic device for good cause, including



medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that the Principal allow a student to possess an electronic device on active mode at all times during the school day, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

A teacher may permit a student to possess an electronic device on active mode at all times during the regular school day, including during assessments, based on a written § 504 plan, an IEP, or legitimate circumstances determined by the individual teacher and/or Principal.

Electronic devices may be used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or school employee, visitor or volunteer.

Parents may make other individualized requests for exceptions to this policy to the Principal.

Consequences for Violation

1st Offense: The electronic device will be confiscated and sent to administrator. The student's parent or guardian will be contacted. The device will be returned to the student's parent or guardian only. The student must serve Level I detention.

2nd Offense: The electronic device will be confiscated and sent to administrator. The student's parent or guardian will be contacted. The device will be returned to the student's parent or guardian only. The student must serve Level II detention.

3rd Offense: The electronic device will be confiscated and sent to administrator. The student's parent or guardian will be contacted. The device will be returned to the student's parent or guardian only. The student may not bring the device to School for the remainder of the year, unless the electronic device is checked in upon arriving at school and picked up at the end of the school day in the front office. The student must serve Level III detention. Further violations will result in suspension.

An individual that finds or confiscates an electronic device may search the device for the purpose of determining the device's owner. Electronic devices that are used inappropriately may be subject to search by the Principal only if there is a reasonable suspicion that the device has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

The School is not responsible for loss, damage or theft of any electronic devices.

The School will make reasonable efforts to notify parents/guardians that the School has a student's electronic device in its possession. Parents/guardians who show identification may retrieve confiscated electronic devices during school hours or by appointment. *The School will retain un-retrieved electronic devices until the end of the school year, at which time all personal data will be cleared from the devices before their disposal.*

The Principal may impose other additional disciplinary consequences for a student's violation of this policy as the Principal determines is reasonable under the circumstances, including the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:



- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-school suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in school-sponsored activities or of receiving honor recognition

The School may contact law enforcement if circumstances warrant.

Notice of the Policy

The School will give parents and students written notice of this policy annually. Written notice may be satisfied by posting the policy on the School's website, publishing the policy in a school handbook, sending the policy to the student's home, or any other reasonable means.

Creative and Innovative Uses for Electronic Devices

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

Other Provisions

Picture taking or sound or video recording by students is prohibited in school unless authorized by the Principal.

Students bring electronic devices on school property at their own risk. The School is not responsible for lost, stolen or damaged electronic devices.

Students are responsible for their own electronic devices and may be jointly subject to discipline if their device is misused by another.



Laura D. Hulst - OPA Board President



Date