

Use of Personal Electronic Devices

Students are not allowed to use personal electronic devices (cell phones, tablets, iPods, etc) on school grounds (on campus, in the parking lot, or in the field). This includes any function of the device: playing music, watching videos, texting, etc. This policy is in effect before and after school (including aftercare), any school functions and events (such as May Faire, Lantern Walk, dances, etc.), and on field trips.

- We expect that students in grades K-3 will not bring personal electronic devices to school.
- If a student in grades 4-5 needs to bring a personal electronic devices to school, parents must create a special arrangement with the class teacher and the director.
- If parents deem it necessary, students in grade 6-8 may bring personal electronic devices to school.
- If a student needs to call their parents before school or during the day, they must go to the office and use the office phone. After school, a student may use their personal electronic device in the office to contact their parent.
- Teachers have the freedom to allow students to use their personal electronic device for specified and supervised academic tasks during the school year.
- When students walk onto campus, personal electronic devices must be off (not in airplane mode) and in a bag or backpack. When they enter the classroom, they will deposit their personal electronic device in a designated location to be kept locked until the end of the school day. If a personal electronic devices is visible at any time (including in a pocket) or heard, it will be taken.
 - First Offense in a School Year: The student's parents will be notified. The personal electronic device will be kept until the end of the day and will need to be retrieved by a parent. If the offense happens after school, the personal electronic device may be confiscated until the following day.
 - Second Offense in a School Year: The student's parents will be notified, and the personal electronic device will be kept until the end of the following day and will need to be retrieved by a parent.
 - Third Offense in a School Year: The student's parents will be notified, the personal electronic device will be put in the office for the parent to retrieve, and the student will not be allowed to bring a personal electronic device to school for the remainder of the school year.
 - Fourth Offense in a School Year: If a student continues to bring a personal electronic device to school after receiving a third offense, or if at any time a student is using their personal electronic device in an inappropriate way (ex. cyberbullying, viewing explicit content, etc.), the parent will be notified, the student will not be allowed to bring a personal electronic device to school for the remainder of the school year and the student may be subject to disciplinary action (including suspension and/or expulsion).

Please fill out the attached form and return it to school. Thank you.

Use of Personal Electronic Devices Agreement

Student's Name: _____ Student's Teacher: _____

Check One:

_____ My child is in K-3rd grade. I will not allow them to bring a personal electronic device to school.

_____ My child is in 4th or 5th grade. I will not allow them to bring a personal electronic device to school.

_____ My child is in 4th-5th grade. I would like my child to bring a personal electronic device to school and have read and understand the consequences of misuse of the phone. I will create a special arrangement with my child's teacher and the Director and obtain their signatures below. My child will also sign to indicate they have read and understood this policy.

Teacher's Signature: _____

Director's Signature: _____

Student's Signature: _____

_____ My child is in 6th-8th grade. I will not allow them to bring a personal electronic device to school.

_____ My child is in 6th-8th grade. I would like my child to bring a personal electronic device to school and have read and understand the consequences of misuse of their personal electronic device. My child will also sign to indicate they have read and understood this policy.

Student's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____