

NOVA CLASSICAL ACADEMY
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS

POLICY NP 500:

**PERSONAL ELECTRONIC DEVICE – SAFE AND ACCEPTABLE
TECHNOLOGY USE POLICY**

I. PURPOSE

This policy establishes the parameters for possessing personal electronic devices and establishes limits on those devices capable of receiving or transmitting information or images.

II. GENERAL STATEMENT OF POLICY

Parameters for possessing personal electronic devices:

- A. Students in grade 6-12 may possess personal electronic devices at school or at school events off campus.
- B. It is not recommended for students in grades K-5 to bring personal electronic devices to school; however, students in grades K- 5 may possess a personal electronic device at the discretion of a parent or guardian. Students in grade K-5 are prohibited from any use of personal electronic devices during the school day (8:40 AM – 3:40 PM). Personal electronic devices may only be used before or after these hours per staff discretion. The device must be kept in their locker and turned off during the school day.
- C. Students in grades 6-8 are prohibited from any use of personal electronic devices during the school day, including during the lunch period (8:40 AM – 3:45 PM). Personal electronic devices may only be used before or after these hours per staff discretion. During the school day, the student shall secure the personal electronic device in their locker and turned off.
- D. Students in grades 9 – 12 are permitted to use personal electronic devices during their daily lunch time, unless that privilege has been revoked by staff or administration due to inappropriate conduct. Students in grades 9 – 12 may only use personal electronic devices during the school day with the express consent of a teacher for educational purposes. Personal electronic devices may only be used during these specific occasions during the school day (8:40 AM – 3:45 PM). During other times, the student shall secure the personal electronic device in their locker and turned off.
- E. It is not recommended for students in grades K-5 to bring personal electronic devices to school; however, students in grades K- 5 may possess a personal electronic device at the discretion of a parent or guardian. Students in grade K-5 are prohibited from any use of personal electronic devices during the school day (8:40 AM – 3:40 PM). Personal electronic devices may only be used before or after these hours per staff discretion. The device must be kept in their locker and turned off during the school day.

- F. Students bring personal electronic devices to school at their own risk. Nova Classical Academy assumes no liability for loss, theft, damage, nor liability for any use of an electronic device. If a device is confiscated under violation of this policy, no responsibility for the safety or security of the device is guaranteed.
- G. Students may not use the photographic, videographic, audio recording, or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording, or reproduction of the same of any student or staff person without the express consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.
- H. Under no circumstances may personal electronic devices be used in locker rooms, restrooms, or any rooms or areas designated for changing clothing.
- I. Students who use a personal electronic device as a part of an educational plan such as an IEP, Health Plan, or 504 may have different use parameters than those stated in sections II. B, C, and D based on their educational plan.

III. STANDARDS FOR RESPONSIBLE USE

Students who use personal electronic devices shall exhibit respect for the educational environment by:

1. Respecting copyright rights of others.
2. Refraining from using devices to cheat or assisting others to cheat.
3. Use of personal electronic devices on school buses shall not interfere with the safe operation of the bus, or the safety of students or driver.
4. Devices belonging to Nova Classical Academy are solely to be used for educational purposes, as noted in NP 524 (Acceptable Use Agreement).
5. Cyberbullying and sexting are prohibited and any violations of these will be dealt with immediately by school Administration. Cyberbullying consequences follow the guidelines listed in Nova Classical Academy's policy on Bullying (514).

IV. CONSEQUENCES

Consequences of policy violation will be subject to progressive discipline pending the severity of the offense, up to and including but not limited to: device confiscation, detention, suspension, and/or complete prohibition of student bringing personal device(s) to school. Consequences will be determined by the appropriate principal.

V. RESOURCES

Source: Minneapolis Public School District, policy 5210, used with permission.

ADOPTED BY THE BOARD: 01/25/2016

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