

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

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**POLICY NP-500:**  
**PERSONAL ELECTRONIC DEVICE – SAFE AND ACCEPTABLE**  
**TECHNOLOGY USE POLICY**

**I. PURPOSE**

The world in which we live is increasing more driven and saturated with technology. Students have access to numerous personal electronic devices. Guiding the appropriate usage of these devices during the school day, on school property and/or involving Nova students or personnel will only strengthen the positive, educational atmosphere that Nova Classical Academy seeks to foster. This policy establishes the parameters for possessing personal electronic devices and establishes limits on those devices capable of receiving or transmitting information or images. The purpose of the technology policy is twofold. First, it is functional: to minimize distraction and focus students' attention on their work at school rather than their personal technological devices. Secondly, it is to ensure that technology is used in a virtuous manner providing for the physical and emotional security of all. Technology use is a privilege, not a right, and it is to be treated as such.

**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. Students in grades 6-12 are prohibited from any use of personal electronic devices during the school day (8:40 AM – 3:45 PM.) Personal electronic devices may only be used before or after these hours. During the school day, the student shall secure the personal electronic device either out of sight and silenced or turned off.
- 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. The device must be kept out of sight and silenced or turned off during the school day.
- C. 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.
- D. 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 staff person, or under the supervision of a teacher or administrator. This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.
- E. Under no circumstances may personal electronic devices be used in locker rooms, restrooms or any rooms or areas designated for changing clothing.

**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. Computers belonging to Nova Classical Academy are solely to be used for educational purposes. No personal, recreational use is allowed.

**IV. CONSEQUENCES**

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.)

Consequences of policy violation will be subject to progressive discipline pending the severity of the offense, up to and including, device confiscation, and/or complete prohibition of student bringing personal device(s) to school. Consequences will be determined by the Dean of Students and/or the appropriate principal.

**IV. RESOURCES**

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

**ADOPTED BY THE BOARD:** \_\_\_\_\_

**REVISED BY THE BOARD:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_