

Sigsbee Charter School: Personally Owned Technology Policy

The use of cell phones and other electronic devices is a common means of communication between parents and children. However, student use of these devices on SCS premises is regulated to protect students, staff, and the SCS learning environment.

Student Use of Devices

- Students may not use their cell phones and/or electronic devices **at any time** during school hours.
- Devices must be powered off and remain hidden (in backpacks or lockers; **not in student's pockets**) for the entire school day.
- Mobile devices are not allowed in restrooms.
- The device policy includes arrival and dismissal transitions, as well as field trips.

Parent Communication Protocol

- Parents must contact their child during the school day by calling the school office.
- Parents should not attempt to contact students directly via electronic devices.

Improper Use & Disciplinary Action

If a cell phone, headphones, watch, or other electronic device rings, vibrates or is used during school hours:

- The student will be instructed to secure the device in a school-provided case until the end of the day.
- The incident will be reported to the administrative office for further consideration of the code of conduct.

More serious disciplinary measures will occur if a student:

- Connects a personal device to the SCS wireless or physical network.
- Answers a message, email, or phone call.
- Takes or shares photos or videos.
- Uploads media to social media or websites.
- Shares classwork or assessments via text or media.
- Continues to violate the personal device policy.

Liability & Storage

- Students bring devices at their own risk.
- SCS is not liable for lost, stolen, or damaged devices.
- Staff will not hold devices for students.
- Devices must be stored in lockers or designated classroom "parking spaces."
- Confiscated devices will be held in the office until retrieved by a parent or guardian.
- Devices may be inspected by the Principal, School Resource Officer (SRO), or designee if misuse is suspected.

Voice Assistant Devices

- Devices such as Google Home and Amazon Echo are prohibited in classrooms due to concerns over privacy and security.

Toys, Games, and Non-Academic Items

- Items like toys, games, playing cards, and electronic devices are only allowed with staff permission (e.g., for clubs or special events).
- Unauthorized items will be confiscated and made available for parents to pick up.
- Items not picked up within five (5) school days may be discarded.
- The school is not liable for lost or stolen items that have been confiscated.

Visitor Expectations

- All visitors to Sigsbee Charter School are required to **power down personal electronic devices** while on campus.
- This policy helps maintain a focused, respectful, and secure learning environment for all students and staff.

Policy Updates

Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.