

USE OF ELECTRONIC DEVICES/CELL PHONES

Conard High School's first priority is to create a rigorous and engaging learning environment for all students, teachers and staff. The use of technology can enhance the curriculum and engage student learning. While Conard recognizes the benefits of using electronic devices in the educational environment and for the purposes of communication, they can be a distraction. Therefore, the CHS community emphasizes "electronic etiquette" regarding their use in school.

The possession and use of electronic devices at CHS is a privilege and a responsibility. **Inappropriate use will result in the loss of privileges.** *CHS administration and staff reserve the right to limit or prevent use of electronic devices if a student's use causes a distraction.*

Students who bring electronic devices do so at their own risk. The school will not be responsible for physical damage, loss or theft of the personally-owned device. CHS is unable to utilize administrative time to investigate reported cases of lost, stolen or damaged electronic devices.

Classroom - The classroom environment is designed to maximize teacher and student interaction and as such, we expect that every student and teacher will exercise good judgment in their use of electronic devices. This includes walking in the classroom prepared to learn. Maintaining the focus on lesson content and outcomes and sustaining respectful interactions with others is our priority. **Use of an electronic devices in the academic setting will be with the expressed consent of the teacher for instructional purposes. Otherwise, all electronic devices should be off and away during class time. Classrooms will be equipped with phone holders where students can keep their cellular phones for the duration of the class period.**

- Students may not make any recordings (still, video, or audio) without the explicit permission of the teacher or students to be recorded. Minors require parental consent.
- Electronic devices in use during a test or quiz will be considered an act of academic dishonesty and are subject to academic and disciplinary consequences.
- Electronic devices should be charged prior to bringing them to school and run off their own battery while at school.
- Students must turn over their electronic device to the teacher when suspected of cheating and/or inappropriate texting or picture taking. The electronic device will be turned into the student's administrator.
- Student use of electronic devices which the teacher deems to be a distraction or used in violation of the electronic use policy will be subject to discipline.
- Teachers reserve the right to grant students permission to send or acknowledge a text from a parent or guardian during class in an emergency.

Hallways and Passing - CHS recognizes that texting is a quick and convenient form of communication between families. However, to prevent disruption and extended texting conversations, students may **only** receive or send a text **between classes** or in the designated spaces identified below during **non-class time**.

- Students may not make any recordings (still, video, or audio) without the explicit permission of the teacher or students to be recorded. Minors require parental consent.
- Student use of electronic devices should never be a cause to be tardy to class nor should it cause a disruption to the learning environment.
- Students may use ONE earbud to listen to music in the hallways. When using an earbud, students must be able to hear a person talking to them. Excessive misuse of earbuds can incur confiscation or other consequences. No headphones are permitted.

Other School Spaces - Students are permitted to use electronic devices in the cafeteria, courtyard or LMC as long as the device is (1) used with discretion, (2) does not disturb the establishment of a safe and orderly school setting, and (3) follows the WHPS Administrative Guidelines for the Use of Technology.

- The guidelines are in effect from 7:30 a.m.-2:15 p.m.
- Students are **not** permitted to use their phones to make or receive calls anywhere or at any time in the building during the school day. The following are inappropriate uses of electronic devices: *harassment, threats, intimidation, electronic forgery, cyber bullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day.*
- Student use of electronic devices in areas of the school where there is a reasonable expectation of privacy, such as restrooms and locker rooms, is prohibited at all times.
- Beepers and two-way radios are prohibited in school at any time.
- **Forbidden and inappropriate use of cell phone cameras, digital cameras and other recording devices may be subject to school and police consequences.**