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## MOBILE ELECTRONIC DEVICE USAGE POLICY

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

The purpose of this policy is to ensure that mobile technology is properly used for educational purposes and is not a distraction for students, teachers, staff, and the administration. While the learning environment can be significantly enhanced by the use of electronic devices in an educational context, certain electronic devices can be a negative distraction to the classroom. Ben Franklin Academy's (BFA) technology emphasis encourages student use of, and curiosity about, electronic devices in general. During school hours, mobile electronic device use will be limited to educational purposes.

Laptop and tablet computers, as well as other mobile electronic devices, owned by BFA shall be managed according to BFA's Inventory Management Policy. BFA will maintain technology consistent with BFA's Technology Standards.

### **SECTION 2. ELECTRONIC DEVICES**

Except as provided by BFA's Middle School Chromebook Policy and Handbook and Section 2, A. below, BFA students shall not take home a BFA laptop, tablet, or other electronic device as noted in the Inventory Management Policy.

#### **A. BFA-Issued Chromebooks**

Pursuant to and consistent with BFA's Middle School Chromebook Policy and Handbook, BFA middle school students issued BFA-owned Chromebooks are permitted to take them home for educational purposes after participating in the required training. As such, students may be required to use their Chromebooks at home as well as at school. Students who leave their Chromebooks at home may be loaned an alternative BFA-owned device for the day if a device is available. If no device is available, it shall be at the teacher's discretion as to the student consequences for each class period for which the device was needed.

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**B. Student-Owned Devices**

For this policy, “student-owned device” means any electronic device not owned by BFA and includes, but is not limited to, cell phones, game consoles, iPads, Kindles, Nooks, electronic reading devices, watches, calculators, electronic music players, laptops, or tablets. The student use of cell phones and any student-owned device that connects to a cellular network is specifically restricted as set forth below. The technology specialist or his/her designee must review and approve any such device for use at BFA. The technology specialist and/or his/her designee may require software to be installed or uninstalled on such student-owned devices.

BFA is not responsible for lost or damaged student-owned devices.

**C. Electronic Devices Permitted in Classrooms**

The following devices may be used in the classroom, for academic purposes, with teacher oversight. Staff members have the right to request that use of any of the following devices be discontinued immediately:

- BFA electronic devices
- Student-owned devices, except for cell phones and devices that connect to a cellular network.

**D. Electronic Devices Permitted During Non-Instructional Time**

Student-owned devices, except for cell phones and devices that connect to a cellular network, may be used during non-instructional time such as in the halls during morning carpool, middle school study hall, or during locker breaks. These devices may only be used during afternoon carpool and indoor recess with a teacher’s permission.

**E. Electronic Devices Not Permitted**

The following devices may not be used during BFA business/school hours (7:30 am – 4:00 pm) without specific permission by a staff member. If students choose to bring any of these devices to school, they must remain in their backpack or locker and turned off:

- Any device that is used to play a non-academic game
- Any device that connects to a cellular network (i.e., iPad with 3G)
- Cell Phones (use permitted after 3:30 pm for communication)

**F. Software**

Students shall neither download nor install software on any BFA laptop, tablet, or other electronic device. Only BFA staff can download or install previously approved software. The principal or his/her designee shall make the determination regarding software based on whether the software may harm the laptop, tablet, or other electronic device, BFA’s technology infrastructure, or based on inappropriate material.

The principal or his/her designee may require software to be installed or uninstalled on any student-owned device.

**SECTION 3. POLICY VIOLATION**

If a student is using a device that is not permitted or using any device inappropriately, the device will be confiscated and the student may be subject to discipline. Confiscated student-owned devices must be picked up at the office and signed out by a parent/guardian.

BFA reserves the right to revoke electronic device privileges, whether student-owned or BFA property, from any student for inappropriate use.

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**POLICY HISTORY:**

Original: Approved by the Board 12/13/2011 (Laptop and Tablet Usage Policy)

Revision 1: Approved by the Board 12/10/2013

Reviewed by the Board: 12/9/2014

Revision 2: Approved by the Board: 12/8/2015

Revision 3: Approved by the Board