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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, the arts, 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 social emotional development, character, sports, and nature.

#### PURPOSE

The purpose of this policy is to ensure that 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 in the classroom. Ben Franklin Academy's (BFA) technology emphasis encourages student use of, and curiosity about, Electronic Devices in general. During school hours, Electronic Device use will be limited to educational purposes.

### SECTION 2. ELECTRONIC DEVICES

"Electronic Device" means any device that is used for audio, video, or text communication or other type of computer or computer-like instrument that is owned and issued by the school. "Student-Owned Electronic Device" means any device that is used for audio, video, or text communication or other type of computer or computer-like instrument that is not owned and issued by the school, including, but not limited to: (1) smart phones; (2) a smart or electronic watch; (3) a tablet; (4) a virtual reality/gaming device; (5) earbuds or headphones without a cord.

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.

BFA students shall not take home a BFA laptop, tablet, or other Electronic Device as noted in the Inventory Management Policy except as provided by BFA's Middle School Chromebook Handbook and Section 2, A., below. Staff members have the right to request that use of any Electronic Device by a student be discontinued immediately.

#### A. BFA Issued Chromebooks

Pursuant to and consistent with BFA's Middle School Chromebook Handbook, BFA Middle School

students who have been issued a BFA-owned Chromebook and have participated in the required Chromebook training are permitted to take Chromebooks home for educational purposes. Students may be required to use their Chromebooks at home as well as at school for educational purposes.

Students who leave their Chromebooks at home may be loaned an alternative BFA-owned Electronic Device for the day if an Electronic Device is available, and dependent on teacher discretion. If no Electronic Device is available, it shall be at the teacher's discretion as to the student consequences for each class period for which the Chromebook is needed.

#### B. Electronic Devices Permitted in Classrooms

The following Electronic Devices may be used for academic purposes, with teacher oversight:

1. BFA-Owned Electronic Device. May be used for academic purposes, with teacher oversight and in accordance with this Policy.
2. Student-Owned Electronic Device.
  - a. Students may carry or possess privately owned Electronic Devices at school and school-sponsored activities held at the school.
  - b. Use of Student-Owned Electronic Devices during the school day, including pass-time between classes, recess, and lunch is prohibited. Devices must be powered down and kept in the student's backpack.
  - c. Usage of Student-Owned Electronic Devices for parent/guardian communication is permitted during afternoon carpool with a teacher's permission.

#### C. Software

Students shall neither download nor install software on any BFA laptop, tablet, or other Electronic Device. Only BFA staff can download or install approved software. The Principal, technology specialist, or either of their designees, shall make the determination regarding approved software based on appropriateness, as well as whether the software may harm the laptop, tablet, or other Electronic Device, or BFA's technology infrastructure.

The Principal, technology specialist, or either of their designees, may require software to be installed or uninstalled on any BFA Electronic Device.

#### D. Exceptions

With prior approval of the Principal, the above prohibitions may be relaxed under the following circumstances:

1. The use is specifically required to implement a student's IEP or 504;
2. The use is at the direction of a teacher for educational purposes;
3. The use is determined by the Principal to be necessary for other special circumstances, health-related reasons, or in case of emergency.

### **SECTION 3: POLICY VIOLATION**

Electronic Devices and Student-Owned Electronic Devices ("Devices") shall not be used in a way that threatens, bullies, humiliates, harasses, or intimidates any school-related individual whether on or off

school property. Devices should never be used in a way that violates local, state, or federal law. Devices shall not be used to access inappropriate material on the Internet.

If a student is using an Electronic Device or Student-Owned Electronic Device inappropriately, the device will be confiscated, and the student may be subject to discipline in accordance with the Discipline Policy. Confiscated Student-Owned Electronic Devices may only be picked up and signed out by a parent/guardian.

BFA reserves the right to revoke Electronic Device or Student-Owned Electronic Device privileges for inappropriate use.

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