



## Electronic Device Policy

### Purpose

Maria Montessori Academy (the "School") recognizes that electronic devices are widely used and are important tools in today's society. The purpose of this policy is to ensure that the use of electronic devices does not interfere with the learning, safety, and security of other students.

### Policy

#### Definitions

- **Electronic Devices** means beepers, pagers, and cell phones with or without video or picture-taking capability, MP3 players, iPods, and other electronic media, transmitters, receivers or players.
- **School day** means the hours that make up the school day according to the School's schedule.
- **School sponsored activities** mean field trips, curricular and extracurricular activities, and extended school-sponsored trips or activities, including school-provided transportation to and from such activities.
- **Pass time** means the period designated in secondary schools between classes or to allow students to move between classrooms.
- **Recess** means time periods designated in elementary school for exercise or outside activity.
- **Lunch time** means time periods in either elementary or secondary schools designated for lunch.
- **Instructional time** means the hours during the school day designated by the school for class instruction.

#### Use of Electronic Devices

- Electronic devices may be possessed and used during the school day and during school-sponsored activities as follows:
- Electronic devices may not be used to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Students may have electronic devices in a bag or backpack during the school day.
- Students may not use or respond to electronic devices during instructional time or during other times designated by teachers or the Director.
- Electronic devices must be either turned off or held in a secure place by the teacher, as determined by the individual teacher, during all class quizzes, tests and standardized assessments.
- Electronic Device may not be used during lunch time or pass time.

The Director may give permission for a student to possess an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that a student possess an electronic device on active mode at all times during the school day, with the exception of during tests and standardized assessments. Teachers, with approval of the Director, may grant such requests that are based on good cause, including medical needs or unusual family situations.

A teacher, with approval of the Director, may permit a student to possess an electronic device at all times during the regular school day, including during assessments, based on a written § 504 plan, an IEP, or legitimate circumstances determined by the individual teacher.

Electronic devices may be used in the event of an emergency during the limited period of the emergency

in order to protect the safety of a student or school employee, visitor or volunteer.  
Parents may make other individualized requests for exceptions to this policy to the Director.

The School is not responsible for loss, damage or theft of any electronic devices.

The Director may impose other additional disciplinary consequences for a student's violation of this policy as the Principal determines is reasonable under the circumstances, including the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-school suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in school-sponsored activities or of receiving honor recognition.
- The School will contact law enforcement as circumstances warrant.

#### **Notice of the Policy**

The School will give parents and students written notice of this policy annually. Written notice may be satisfied by any of the following means: posting the policy on the School's website, publishing the policy in a school handbook, sending the policy to the student's home, or any other reasonable means.

#### **Creative and Innovative Uses for Electronic Devices**

In keeping with one of the fundamental tenets of the School, teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

#### **Other Provisions**

Picture taking or sound or video recording is prohibited without the express written consent of the student's teacher and/or administrator and is to be for educational purposes only. Picture taking or sound or video recording by students is prohibited in school private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas. Students bring electronic devices on school property at their own risk. The School is not responsible for lost, stolen or damaged electronic devices. Students are responsible for their own electronic devices and may be jointly subject to discipline if their device is misused by another.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

Updated August 2017