

# Technology Policy

## Computer and Internet Policies

Computers are available for student academic use in classrooms and in both the Main Campus computer lab and the DTC Campus computer lab. While The SAE attempts to provide complete computer and internet access to its students, computer facilities are limited. The SAE upholds community standards of decency in computer use and students will lose computer privileges should they engage in any conduct that the school finds inappropriate. Such conduct includes, but may not be limited to, accessing pornography or violent or disturbing images, playing games without express consent, engaging in plagiarism, or accessing prohibited sites.

## **Classroom Computers**

Computers in classrooms are managed by the classroom teachers and cannot be used without their permission.

## **Computer Labs**

The computer lab is available to students during regular school hours when classroom teachers have arranged for its use and/or if classroom teachers have made specific arrangements with the IT Specialist. Before and after school, as well as during lunch, use of the computer lab is a privilege which can be given or taken away at the discretion of school faculty and staff.

## Electronic/Digital Device Policy

Personal electronic/digital devices, including but not limited to phones, tablets, portable game players, Bluetooth devices, CD players, and iPods are brought to school at your own risk. The School for Arts and Enterprise (“The SAE” or the “Charter School”) is neither liable, nor responsible, for preventing theft, loss or damage to any personal electronics brought onto campus or at SAE sponsored activities.

The SAE will not replace an item if it is lost, stolen, or damaged during school hours or at any school- sponsored event or function. The SAE is not responsible for providing secured and locked places to store these items. This includes when students are in PE classes or during an emergency drill. When devices are confiscated, The SAE will ensure that devices are kept secure and returned to parents/guardians.

Phones, which include mobile phones and school telephones, are not to be used during school hours, except at break times and lunch. This includes using the mobile phone's text messaging, games or camera features. Students may use the telephone, which includes mobile phones and school phones:

- Before and after school (before 8:05 am and after 3:20 pm) and during break and lunch
- Before or after any Charter School sponsored activity occurring before or after the regular school day.

- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator of the Charter School grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician and surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP").

Cell phones may not be seen or heard on campus during class unless it is a part of the teacher's curriculum. Mobile phones are to be left **IN THE STUDENT'S BACKPACK** and **TURNED OFF**. Mobile phones (which are on, go on ring, send or receive messages, or that disrupts class or are used during class time) will be confiscated.

Private devices may be used by students:

- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator of the Charter School grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician and surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP").

First and second violations of the cell phone policy will result in phones being confiscated and stored by teacher until the end of the school day. Should a third violation occur, the student's phone will need to be turned in to the Principal's office and retrieved by a parent and will be returned only to the parent/legal guardian. Students may not use office telephones except for school business approved by the administration.

Personal speakers and/or noise-emitting devices should not be used and are not permitted at any time. Music or any other media may not be played without personal headphones. This must not infringe on another person's noise space. Earphones are allowed during passing periods and lunch only. Earphones should be removed before entering class. Any visible earphones (inside the classroom) will be confiscated. Teachers may determine if students are allowed to use them during certain instructional activities. Camera functions on a phone or any other device may not be used at any time except under Teacher/Administration supervision and permission.

Cameras can be used for cheating and taking pictures of people secretly, so the use of them needs to be monitored by school personnel. Students are not permitted to voice record, take pictures of, video record, or keep electronic record of other students, staff, or guests of The SAE without permission. Students are also not permitted to post pictures or recordings of other students, staff, or guests of The SAE to social media in any form without permission. This can constitute harassment and/or bullying and may lead to disciplinary consequences based on the infraction.