



Quest Academy Electronic Device Policy

Purpose

Quest 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, 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" means 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.
- Electronic devices may not be on the student's person or in their desk during the school day.
- Electronic devices must remain out of sight and be turned off 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 Principal.
- 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.



Exceptions

The Principal 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 Principal, may grant such requests that are based on good cause, including medical needs or unusual family situations.

A teacher, with approval of the Principal, 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 Principal.

Consequences for Violation

1st Offense: A student may receive a warning, which will be documented appropriately, for the first violation of this policy.

2nd Offense: The electronic device will be confiscated and sent to the Principal. The student's parent/guardian will be contacted. The electronic device will only be returned to the student's parent/guardian. The student will serve a Level I detention.

3rd Offense: The electronic device will be confiscated and sent to the Principal for the remainder of the semester. The student's parent/guardian will be contacted. The electronic device will only be returned to the student's parent/guardian. The student will not be allowed to bring the electronic device to school again during the semester. The student will serve a Level II detention.

4th Offense: The electronic device will be confiscated and sent to the Principal for the remainder of the year. The student's parent/guardian will be contacted. The electronic device will only be returned to the student's parent/guardian. The student will not be allowed to bring the electronic device to school again during the year. The student will serve a Level III detention. Further violations will result in suspension.

An individual, teacher, counselor, or principal, that finds or confiscates an electronic device may search the device for the purpose of determining the device's owner. Students are not to attempt to ascertain ownership of any device that they may find. Electronic devices that are used inappropriately may be subject to search by the Principal only if there is a reasonable suspicion that the device has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

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

The School will make reasonable efforts to notify parents/guardians that the School has a student's electronic device in its possession. Parents/guardians who show identification may retrieve confiscated



electronic devices during school hours or by appointment. *The School will retain un-retrieved electronic devices until the end of the school year, at which time all personal data will be cleared from the devices before their disposal.*

The Principal 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.



Brandy Beckman

Brandy Beckman - QA Board President

6/9/09

Date