

Technology and Electronic Device Policy

I. Definitions

- a. "Acceptable use policy" is a document stipulating constraints and practices that a user shall accept prior to a user accessing VAC's network or the Internet as a student, employee, while using VAC owned electronic devices, including connectivity, to VAC's wireless system.
- b. "Electronic device" is a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including:
 - i. a smart phone;
 - ii. a smart or electronic watch;
 - iii. a tablet; or
 - iv. virtual reality device
- c. "Guest" means an individual:
 - i. who is not a student, employee, or designated volunteer of a public school; and
 - ii. who is on school property or at the site of a school-sponsored activity or event.
- d. "Inappropriate matter" is pornographic or indecent material as defined in Subsection Utah Code 76-10-1253(1)(a).
- e. "VAC-owned electronic device" is a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by VAC to a student or employee.
- f. "Policy" is an electronic device use policy as required by the USBE that contains:
 - i. permissible uses of an electronic device under certain circumstances; or
 - ii. restricted uses of an electronic devices under certain circumstances.
- g. "Privately-owned electronic device" is a device, including an electronic device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by VAC to a student, or employee.
- h. "Student" is an individual enrolled as a student at VAC regardless of the part-time nature of the enrollment or the age of the individual.
- i. "Valley" or "VAC" means Valley Academy Charter School
- j. All other definitions of R277-495 that are not provided in this Policy, apply as needed.

II. Student Use of school-owned or provided electronic devices

- a. Students may use school-owned or provided devices only after signing the VAC Acceptable Use Policy.
- b. Students may use school owned devices only for instructional purposes as directed by a VAC employee.
- c. Students may not access social media on school-owned devices.

- d. Students are responsible for devices provided or assigned to them for their use.
 - i. Students or parents may be responsible to pay for loss or damage of school-owned electronic devices while in the student's possession.
 - ii. A student is responsible for the use (or misuse) of the device while in the student's possession
- e. Students shall report their own or others' misuse of school-owned or provided devices without delay to the VAC Director.

III. Student use of privately-owned electronic devices at VAC during the school day and at school-sponsored activities

- a. Students may use electronic devices before school begins (8:30 a.m.) or after school ends (typically, 3:30 p.m.);
- b. Students may not use personal electronic devices during school hours;
- c. Students may not use personal electronic devices during school-sponsored extracurricular activities or programs;
- d. Students are personally responsible for the security and use of private devices by themselves or others while on school property or at school-sponsored activities.
- e. Students shall report the misuse of privately owned devices on school property by themselves or others to the VAC Director.

IV. Exceptions to III above

- a. Exceptions may be made for the use of electronic devices in the sole discretion of the VAC Director or designee.
- b. The exception may be for a single use or for an extended purpose, as determined by the Director or designee.
- c. Exceptions may include:
 - i. Medical reason
 - 1. Per a written parent request for documented medical need
 - 2. If granted, the device must be maintained by the student on silent mode
 - ii. Parent request, based on documented and compelling circumstance—request must be made to the Director in writing
 - iii. Instructional use/teacher permission
 - 1. For a designated time period
 - 2. For an instructional purpose
 - iv. Emergency—only to protect the safety of students, school employees or guests and strictly limited to the period of the emergency
- d. Exceptions to III, above, must be made in writing by parent and in advance of the student's use, to the extent possible.
- e. Parent request forms are available in the VAC main office.

V. When electronic devices are authorized for use on school property or at school-sponsored activities, students may not use devices:

- a. To bully, harass humiliate or intimidate school-related individuals, including students, employees, and guests—as those terms are defined in state law and R277-609 and R277-613;
- b. In violation of state or federal laws;
- c. To access inappropriate, non-instructional material on any website;
- d. To disclose personal student information, as defined by state and federal law.

VI. Consequences for student misuse of school owned devices and private electronic devices

- a. Students may be disciplined for violation of this policy, the law, or misuse of school-owned or private electronic devices used on school property or at school sponsored activities or events.
- b. Consequences for student misuse may include, but are not limited to: verbal warnings, confiscation of the device, disciplinary letters, in-school suspension, loss of electronic device privileges, loss of extracurricular or honor privileges and report to law enforcement (if appropriate) and more serious discipline;
- c. Confiscation of devices
 - i. VAC employees may confiscate students' school assigned or private electronic devices for violation of this policy or misuse of a device.
 - ii. VAC employees shall take confiscated devices to the main office as soon as possible.
 - iii. The VAC office and VAC employees will do their best to protect confiscated devices, but are not responsible for loss, damage or theft of confiscated devices.
 - iv. VAC employees may search confiscated private devices only consistent with state law.
 - v. Only parents may retrieve confiscated devices and must do so within 10 calendar days.

VII. Employee use of Electronic Devices

- a. Employees may only use school owned or school provided electronic devices consistent with the VAC Acceptable Use policy;
- b. Employees may only use privately owned devices during non-instructional time or for instructional purposes; if devices are present in the classroom during instructional time, they should be on a silent mode;
- c. Employees who bring personal devices to school are strictly and personally responsible for their security and use and misuse—by any person;
- d. Employees may use school owned devices to record student activities or take pictures that include students only for structured instructional purposes;
- e. Employees may not record students or take pictures that include students on privately owned devices during school time or at school activities;
- f. Employees shall adequately supervise students, volunteers and guests while they are on school property to protect against the misuse of electronic devices, including possible hacking and violations of student privacy;

- g.** VAC employees shall not use social media to disparage VAC, its students or its families or to violate the privacy of students or families.
- h.** Employees shall report to the VAC Director the misuse of electronic devices by students, other employees, volunteers or others while on school property or while supervising students at school activities.
- i.** Consequences for employee misuse of school owned or private electronic devices
 - i.** Employees may be disciplined consistent with state law and VAC policies for misuse of school owned or private devices while on school property or while supervising school sponsored activities or programs—up to and including termination of employment.
 - ii.** The school may report employee or volunteer misuse of private devices on school property or while supervising students and the misuse of school owned devices to law enforcement, as appropriate and as required by law.

VIII. Volunteers' and guests' use of school owned devices and of private electronic devices on school property or at school events

- a.** VAC administrators and employees may ask VAC volunteers to use electronic devices consistent with the VAC policy for school employees. VAC volunteers who want to continue to volunteer should comply.
- b.** VAC has no responsibility for the security or safety of private volunteer owned devices while on school property or at school sponsored activities.
- c.** To the extent students or employees may be harmed, VAC employees are responsible for the use of electronic devices on school property or at school sponsored activities by invited guests.

IX. Notice to parents and school community

- a.** VAC shall involve, to the extent possible, community members, parents and employees in the development of this policy.
- b.** The policy shall be reviewed at least once in a public board meeting prior to approval by the VAC Board.
- c.** The Electronic Device Policy shall be available in VAC's main office and on the VAC website.

X. Miscellaneous

- a.** If a student, employee or parent volunteer violates this policy due to an emergency, the violation will be reviewed by the Director and the Board.
- b.** VAC will make required reports related to this policy to the USBE and state and federal agencies as required by law.