



## **Student Electronic Use Policy**

Canyon Rim Academy has created this policy to govern the possession and use of electronic devices on school premises during school hours. The school provides students access to the school's electronic network, which includes internet access, computer services, computer equipment, and related equipment for educational purposes. This document contains the rules and policies for students' acceptable use of the Canyon Rim Academy electronic network, as well as personal electronic devices, during school hours.

### **I. School Electronic Devices and Network**

Parent or guardian permission is required for all students to access the school's electronic device network. Access is a privilege — not a right. Canyon Rim Academy is not responsible for the actions of students who violate the policy beyond the clarification of standards outlined in this policy.

The school reserves the right to monitor all activity on this electronic network. Students will compensate the school for any damage that is caused by students' inappropriate use and violation of this policy on the network. Students are expected to follow the same rules, good manners, and common-sense guidelines that are used with other daily school activities, as well as the law, in the use of the Canyon Rim Academy's electronic network.

#### **A. General Unacceptable Behavior**

While utilizing any portion of the Canyon Rim Academy electronic network, unacceptable behaviors include, but are not limited to the following:

1. Students will not play games, use instant messaging (IM), email, listen to music, or any other activities, applications, or functions during class time unless approved by a teacher. If a student is in their classroom they must ask the teacher for permission to do something other than the assignment.
2. Students will not personally attack, be disrespectful, send mean comments, or harass any adult or student.
3. Students will not use speech that is inappropriate in an educational setting or violates school rules.
4. Students will not display, access, or send offensive, mean, or inappropriate messages, chats, or pictures.
5. Students will not log in to another student's account for any reason.
6. Students will not download anything from the internet without permission.
7. Students will not display, access, or send offensive or inappropriate messages or pictures.

## **B. E-mail Policy**

1. Students may only use email accounts issued by the school unless approved by the teacher. Logging into an account that is not yours is in violation of this computer use agreement.
2. Students must use email responsibly. Do not send emails to students they do not know or to a large group.
3. Students must use kind and respectful language in all emails.
4. Students may only use their school email for educational purposes unless approved by the teacher.
5. Students should not forward chain emails to others at the school.

## **C. Real-time interactive Communication**

Students may not use chat or instant messaging unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the Canyon Rim Academy Computer Lab teacher and/or administration.

## **D. Personal Safety While on the Internet**

1. Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school information, usernames, or passwords.
2. Students will promptly disclose to a teacher or other school employee any message received or picture that is inappropriate or makes the student feel uncomfortable.
3. Students may confidentially communicate with an adult at the school about violations they know about that are happening on the school network.

## **E. Vandalism**

Any malicious attempt to harm or destroy data, the network, or other network components connected to the network backbone, hardware, or software will result in immediate removal from all computer and device use. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

## **F. Online Zoom/Google Meets and Other Online Meetings**

Students should be respectful and kind when using online meetings and not distract other students while a teacher or aide is teaching.

## **G. Violations of this Acceptable Use Policy**

Violation(s) of any part of this policy may be subject to any of the following: loss of computer use, loss of access, meeting with parents, and any other disciplinary or legal action as deemed fit for the situation. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline.

The particular consequences for violations of this policy shall be determined by the teacher, IT director, and/or school administrators. The administration shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

## **II. Personal Electronic Devices**

Personal electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. For the safety and security of students, during school hours all communication between students and family members is required to go through the front office and teachers. Communication with students through cell phones or other electronic devices needs to be made outside of school hours.

For purposes of this policy "Personal Electronic Device" is defined as a privately owned wireless and/or portable electronic handheld equipment that includes but is not limited to cell phones, smart watches, walkie-talkies, handheld music, video, or entertainment systems, and any other communication technologies that do any number of the previously mentioned functions. Personal Electronic Device also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, communication, wireless internet access, image capture/recording, sound recording, and information transmitting, receiving, or storing.

### **A. Possession and Use**

Students at Canyon Rim Academy may possess electronic devices at school subject to the following:

1. Students may carry and possess electronic devices to and from school.
2. Electronic devices must be turned off and kept in backpacks during school hours except under the supervision of the teacher in the classroom.
3. Electronic watches may be worn in the classroom and during school if the watch is on silent mode and is not used for communication (texting or talking).

### **B. Prohibitions**

Electronic devices may not be used in a way that threatens, humiliates, harasses, intimidates, or violates local, state, or federal laws of school-related individuals, including students, employees, and visitors. Electronic devices may not be used during Utah Performance Assessment System for Student assessments, unless specifically allowed by law, student Individual Education Plan, or assessment directions.

### **C. Confiscations**

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit.

The electronic device will be released/returned to the student on the first confiscation. On subsequent confiscations, the electronic devices will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

#### **D. Security of Device**

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

#### **E. 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 current and valid IEP;
2. the use is at the direction of a teacher for educational purposes;
3. the use is determined by the director to be necessary for other special circumstances, health-related reasons, or emergencies.

#### **References**

Children's Internet Protection Act, 47 CFR Part 54

Family Educational Rights and Privacy Act, 34 CFR Part 99

Accessing Pornographic or Indecent Material on School Property, §76-10-1235

Discipline and Safety §53G-8-202 *et seq.*

Student Privacy and Data Protection §53E-9-101 *et seq.*

Government Records Access and Management Act § 63G-2-101 *et seq.* Electronic Devices in Public Schools Utah Admin. Code R277-495