

Albena Lake-Hodge Comprehensive School



Mobile Phone & Personal Electronic Device Acceptable Use Policy

July 2018

School-Wide Policy

This policy is meant to help maintain an educational focus in classrooms and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process. ALHCS embraces the idea of incorporating technology into the school curriculum. Students must receive instruction on permissible uses of mobile phones on school grounds and proper mobile phone etiquette.

Mobile phones or other electronic devices are not to be used in the classrooms UNLESS authorized by the classroom teacher. Mobile phones and other electronic devices are to be turned off or placed on silent mode during class. These items, including earbuds/headphones MUST be kept in the owners' backpacks or purses upon entering the classroom.

Mobile phones or other electronic devices may be used before/after school, during break periods, and lunch periods except in classrooms, the library, and tech centers. Unless specifically instructed to do so by a teacher, a student is NOT allowed to use a mobile phone or other electronic device during the "instructional time" even if the student is not physically in the classroom.

Speakers and sound amplification devices are not allowed. Students can play audio/music through earbuds/headphones ONLY, and may not use the phone as a means of ignoring staff. When talking to a member of staff anywhere, the student must put the phone away if requested; using the phone whilst a member of staff is talking to you is poor manners.

Staff will never give permission for students to listen to their own music in class (even through earbuds/headphones).

Mobile phones may be used to place calls outside the buildings and only before/after school, during break periods and during their lunch periods. In an emergency situation, evident to an administrator or faculty member, a student can receive permission from that school official to make a call from a mobile phone.

The use of camera and video phones is absolutely forbidden at any time in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices. Such use may also constitute a violation of the criminal code.

Mobile phones CANNOT be used in an exam – even as a calculator (as per exam board regulations). Unauthorized use of mobile phones or electronic devices in the classrooms, library, and tech centers is a violation of this policy. **Violators of this policy will be subject to disciplinary action based upon the circumstances.**

Classroom Policy

*** Teachers decide when and how devices are to be used in their classrooms following these guidelines:

1. All mobile phone and electronic device use will occur above the table or table line in plain sight of all.
2. All instruction/direction for mobile phone and electronic device use in the classroom will be given by the classroom teacher only.
3. All mobile phones and electronic devices (including accessories) must remain in students' bags unless specific instruction for use is given by the teacher.
4. Students must abide by the restrictions placed on the devices according to the ALHCS Acceptable Use Policy.

*******Albena Lake Hodge Comprehensive School is not liable for lost, damaged, or stolen mobile phones or other personal electronic devices.**