



## ACS Cell Phone/Electronic Device Policy

### **CELL PHONES, SMART DEVICES including SMART WATCHES with phone capabilities, ELECTRONIC DEVICES, AND SOCIAL MEDIA**

- **Cell phones & Smart Devices with phone capability**– Students will be allowed to bring their cell phones/Smart Watch to school, but must adhere to the following rules:
  1. Students are not allowed to use their phones or smart devices while at school.
  2. When students arrive at school, they will be required to turn their phones/smart devices off and put them in their backpacks. This includes, but is not limited to, before, class time, passing periods, lunch periods, restroom breaks, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips. Turning them on vibrate is not an acceptable alternative.
  3. Using a smart device to record or videotape is prohibited.
  4. Students are not permitted to possess an electronic smart device at school unless prior permission has been obtained by campus administration.
- **\*ACS staff may ask to see a student's cell phone/smart device or electronic device at any time for a random check.**
- **Social Networking** –ACS recommends to all families that they monitor the internet use of their children. Our professional stance is that elementary aged students should not have social media accounts. Social networking sites are commonly used by many in our society and although they can be accessed in private, they are anything but anonymous. What is placed on these sites is seen by many people. ACS cannot police social networking sites, but to the extent that undesirable social issues flow into the school setting and affect teachers and students, ACS may take appropriate disciplinary action up to and including expulsion. ACS expects its students to conduct themselves according to the behavior outlined in the "Standards of Conduct & Expectations" section.
- **Video/Photo/Recordings of Others** – Students are not allowed to video or photograph a teacher or other students. Photos, videos, etc. are not to be put on the internet without the permission of the persons involved. At no time are cameras and cell phones allowed in the changing rooms or restrooms. Negative actions could result in disciplinary action up to expulsion.
- **Public Notoriety** – Students are expected to represent ACS in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or internet site. The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions could result in ACS taking appropriate disciplinary action up to expulsion.

**ACS staff members have been instructed to confiscate any cell phone/smart device that is visible while at school.** Cell phones are to be off and in the students' backpack during school hours. If a student is found using his phone or if the phone rings or in any way disrupts the classroom, the cell phone will be confiscated. Students may request to use the office phone during the school day.

Consequences for unauthorized phone use are as follows:

1. 1st Offense – office referral, device will be confiscated and taken to the office, a discipline issued, and the student may pick up the phone from the office at the end of the school day.
2. 2nd Offense – office referral, device confiscated and taken to the office, a detention issued, and parents will need to pick up the device.
3. 3rd Offense – office referral, device confiscated and taken to the office, ISS, and parents will need to pay \$15 and pick up the device. Verbal warning that subsequent offenses will result in confiscation of the device and the student will not be allowed to bring the device to school for the remainder of the year.
4. 4th Offense - the device will be confiscated, and the student will not be allowed to bring the device to school for the remainder of the year.

I have read the ACS Cell Phone Policy.

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Parent Signature

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Date