

COLUMBIA SCHOOL CELL PHONE POLICY

CELL PHONE USER AGREEMENT

The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

This policy applies to students in grades 5 to 8. Students in Pre-Kindergarten to grade 4 are not allowed to have a cell phone at school, unless for special circumstances that have been approved by school administration.

Students will not be in possession of their cell phone during instructional time. Cell phone must be left in student's locker. Students will use school technology during class time for instructional purposes with the teacher's permission. Instructional time is defined as the time that is not scheduled as recess or noon hour.

Students in possession of a cell phone at recess or noon hour must adhere to the Student Code of Conduct, Cougar Code, Cell Phone Policy and GSSD Acceptable Use Agreement.

School WiFi is not available for students. Students must use their own data plan at school.

Cell phones must ALWAYS be in silent mode while on school campus. Headphones must be used when listening to music, watching videos or playing games.

Students may not take or post pictures & video or use Facetime at school.

Students may use social media; however, all posts to social media should represent Columbia School in a positive way. Students will be held accountable for any negative postings.

Students are not allowed to borrow or take phones from other students as a joke this will result in consequences for the offending student.

Purpose

Columbia School uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community.

Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices.

Cyber Safety

Columbia School will review cyber-safety expectations with all students throughout the course of the school year and reinforce safe cell phone behaviors. In addition to the expectations outlined in the

guidelines below, students will be expected to comply with all class and school expectations while using personal devices.

Guidelines

Violating the established policy will result in the following:

- First offense - the phone is taken away until the end of the day by classroom teacher or staff member. Incident will be entered into R360 as an "In Class Incident" and reported to parent or guardian. Phone will be given back to student at the end of the school day by classroom teacher or staff member.
- Second offense - the phone is taken away until the end of the day by classroom teacher or staff member and handed into administration. Incident will be entered into R360 by teacher or staff member as an "Office Incident." Administration will meet with student and report to parent or guardian. Phone will be given back to student at the end of the school day by administration.
- Third offense - the phone is taken away until the end of the day by classroom teacher or staff member and handed into administration. Incident will be entered into R360 by teacher or staff member as an "Office Incident." Administration will meet with student and report to parent or guardian. Phone must be picked up by a parent or guardian from administration.
- Any further infractions may result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.
- A student who has a phone confiscated may not use another student's cell phone.
- Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.

Students and Parents/Guardians acknowledge that:

The school's network filters will NOT be applied to a device's connection to the internet. Therefore, any student who accesses websites that are prohibited by GSSD Acceptable Use Agreement or Student Handbook will be subject to discipline.

Cell phones should be charged prior to school and run on battery power while at school. Columbia School will not provide "charging stations" for students to charge their cell phone.

Students are prohibited from:

- Bringing a Cell Phone on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.

- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies.
- Printing from cell phones at school.

Lost, Stolen, or Damaged Devices

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Columbia School takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones.

Usage Charges

Columbia School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

School WiFi is not available for students. Students must use their own data plan at school.

** School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.