

CAPSTONE ENGINEERING ACADEMY

USE OF PERSONAL MOBILE DEVICES POLICY

Effective Date: August 29, 2024

This Policy applies to all students and their parents/guardians and the staff of Capstone Engineering Academy.

General Rules

1. **No Use During Instructional Time:** Students are not permitted to use personal mobile devices during instructional time. Devices must be kept on silent or powered off and stored out of view in a secured cubby designated by the classroom teacher.
2. **No Social Media Access:** Students may not access social media platforms on school networks or school devices.

These restrictions are aimed at helping to reduce distractions and maximize learning time, while supporting student mental health and reducing opportunities for cyberbullying. A personal device is considered to be any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch.

Permitted Exceptions

1. **Health or Medical Reasons:** Students may use personal mobile devices if they have health or medical needs that require such use. Appropriate documentation must be provided to the school administration.
2. **Special Learning Needs:** Students who require personal mobile devices to support special learning needs may use them as necessary, with prior approval from the school administration.
3. **Educational Purposes:** Teachers may permit the use of personal mobile devices for specific educational activities or projects. This use must be supervised and directly related to the curriculum.
4. **Other Purposes:** Limited use of personal mobile devices for other purposes may be permitted at the discretion of the teacher or Principal, provided it does not disrupt the learning environment.

Roles and Responsibilities

1. **Students:**
 - a. Follow the guidelines outlined in this Policy.
 - b. Use personal mobile devices only for permitted purposes.
 - c. Keep devices on silent or powered off and stored out of view in a secured cubby designated by the classroom teacher during instructional time.

d. Respect the instructions of teachers and school staff regarding device use.

2. Parents:

- a. Reinforce this Policy with their children.
- b. Ensure their children understand and comply with this Policy.
- c. Communicate any health or medical needs requiring mobile device use to the school administration.

3. Teachers:

- a. Enforce this Policy in their classrooms.
- b. Clearly communicate when and how personal mobile devices can be used for educational purposes.
- c. Designate a secure cubby for students to store their mobile devices during instructional time.
- d. Report any violations of this Policy to the Principal.

4. Principal:

- a. Oversee the implementation and enforcement of this Policy.
- b. Address violations and ensure appropriate consequences are applied.
- c. Communicate policy updates and notifications to parents and students annually.

Consequences for Non-Compliance

- 1. **First Violation:** The student will receive a verbal warning, and the incident will be documented.
- 2. **Second Violation:** The student's device will be confiscated for the rest of the school day, and parents will be notified.
- 3. **Third Violation:** The student's device will be confiscated, and a meeting will be scheduled with the student, parents, and Principal to discuss further actions.
- 4. **Repeated Violations:** Persistent non-compliance may result in more severe disciplinary actions, including suspension of device privileges for a specified period.

Annual Notification

Capstone Engineering Academy will provide annual notification to parents and students regarding this Policy. This notification will include:

- 1. A copy of the current version of this Policy.
- 2. An explanation of the permitted uses, roles, and responsibilities.
- 3. Details of the consequences for non-compliance.
- 4. Contact information for questions or concerns related to this Policy, directed to the Head of School.

This Policy will be reviewed annually and updated as necessary to ensure it remains effective and relevant to the needs of the school community.