

## WOODBURY LEADERSHIP ACADEMY

*Adopted: July 22, 2014*

*Amended: January 23, 2019*

*Board Approved: June 23, 2021*

### 541 CELL PHONES AND OTHER ELECTRONICS POLICY

#### I. PURPOSE

- A. While school personnel understand that cell phones and other electronics are prevalent, convenient and a part of day-to-day life for many students for social interaction and communication, use by students during the instructional hours is a distraction to the learning environment and the safe operation of the school. Common concerns include:
- a. Disruption to the educational environment and learning process which includes academic integrity, cheating, harassment, confidentiality;
  - b. Theft or loss of cell phones and electronic devices;
  - c. Misuse of phones/electronic devices (possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds or school events shall be prohibited and may result in disciplinary action);
  - d. Taking any unauthorized pictures of other students, teachers or staff;
  - e. Right of privacy of students, staff and visitors.

#### II. GENERAL STATEMENT OF POLICY

- A. Personal Electronics During Instructional Hours
- a. Personal electronics are the responsibility of the student. If electronics are lost or stolen, the school ***is not*** responsible for search, replacement or reimbursement. However, possession of another student's device may constitute theft and will be disciplined accordingly.
  - b. Rules governing student use of personal electronics:
    - i. Electronics must be ***turned off*** (not just on vibrate or silent) during the school day;
    - ii. Electronics must be stored in a backpack, handbag, locker or with a teacher.
  - c. Students in violation will result in the following disciplinary action:
    - i. **1<sup>st</sup> Offense:** The student may retrieve the personal electronic device from the administrative office ***at the end of the instructional day*** in which the

phone was confiscated.

- ii. **2<sup>nd</sup> Offense:** The student's parent/legal guardian may retrieve the personal electronic device from the administrative office *at the end of the instructional day* in which the phone was confiscated. Further disciplinary actions may apply.

**B. Personal Electronics During Standardized Testing**

- a. Rules governing student use of personal electronics:
  - i. Students may not use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed.
- b. Students in violation will result in the following disciplinary action:
  - i. If a student has a cell phone or device out at any point during a Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) session, the student's test has been compromised and needs to be invalidated, even if the student did not use the cell phone or device.
  - ii. If a student has a cell phone or device out at any point during Measure of Academic Progress (MAP), ACCESS and Alternate ACCESS session, the student's test has been compromised and may need to be invalidated, even if the student did not use the cell phone or device.