



## Electronic Device & Internet Use Policy

### I. ELECTRONIC DEVICE

- A. Electronic devices include but are not limited to
  - 1. cell phones,
  - 2. iPods,
  - 3. iPhones,
  - 4. digital music players,
  - 5. iPads,
  - 6. digital readers,
  - 7. laptops, and
  - 8. electronic gaming devices.
- B. Students may use electronic devices on campus before or after school hours as well as in the hall between classes.
- C. Students are also permitted to use electronic devices during lunchtime as long as they do not cause a distraction or disruption, or cause the student to be tardy to their next class period.
- D. Students should not use any electronic devices in the classroom except under the direction of the teacher and for educational purposes.
- E. Teachers will include in their class syllabus any additional and specific guidelines governing the use of electronics in their specific classrooms.
- F. Providence Hall Charter School (PHCS) administration will support any pre-approved specific classroom electronic device usage policy.
- G. The following consequences apply to all students who choose not to follow PHCS's electronic device use policies.
  - 1. **1st Offense:** Electronic Device is confiscated from student, placed in the office, and returned to the student at the end of the school day with a warning.
  - 2. **2nd Offense:** Electronic device is returned to student after two school days and parent/guardian contact.
  - 3. **3rd Offense:** Electronic device is returned to student after three school days and a parent/guardian and student conference with administration
  - 4. **4th Offense:** Electronic device is returned to students after four school days and loss of school activities/privileges for 30 days. Student may also serve detention.
  - 5. **5th Offense and Beyond:** Electronic device is only returned to a parent/guardian after 5 school days and may result in suspension from school.
- H. Per Utah Code A§ 76-10-1206 it is illegal to produce and/or distribute any material that inappropriately portrays a minor. This includes taking or distributing inappropriate pictures or videos of other students regardless of whether it is consensual. PHCS will follow the State of Utah's designated protocol when dealing with matters of illegal production or distribution of material through phone, computer, or other electronic device. Students in violation of this policy will be subject to administrative actions.
- I. Students refusing to surrender their personal electronic devices to any PHCS faculty or staff member when asked will be subject to PHCS discipline and will lose the privilege of having electronic devices at school for a period of not less than five days. Parents(s)/Guardian(s) will be notified.

### II. INTERNET USE

PHCS recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, PHCS encourages the responsible use of computers; computer networks, including the



Internet; and other electronic resources in support of the mission and goals of PHCS and its schools. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, PHCS Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on PHCS-owned equipment.

## A. **Acceptable Use**

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of PHCS.
2. Proper codes of conduct in electronic communication must be used. In newsgroups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, PHCS Administration will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

## B. **Unacceptable Use**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on PHCS's computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator and/or building administrator), or files dangerous to the integrity of the local area network is prohibited.



11. PHCS's network may not be used for downloading entertainment software or other files not related to the mission and objectives of PHCS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of PHCS.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. **Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.**