



CELL PHONE POLICY (grades 9-12)

A new cell phone policy will be piloted during the fourth quarter of the 2014 – 2015 school year (March 23rd – May 29th) for students in grades 9-12. The program will be assessed at the end of the school year to determine if this program is a viable long term option for LCA. All students will be allowed to use their cell phones during non-instructional school time (lunch and between classes) unless the student/parent decides to opt-out of the program by signing the opt-out agreement.

Students may use their cell phones during class time for instructional purposes with the teacher's permission, during lunch, and between classes. Phones must be silent and out of sight during instructional time.

CELL PHONE USER AGREEMENT

Purpose:

Liberty Christian Academy 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. LCA will allow **cell phones** to be used for instructional purposes, in between classes, and during lunch periods. Students in possession of a cell phone must comply with the Cell Phone Policy / LCA Acceptable Use Agreement.

Cyber Safety:

We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

Guidelines:

Violating the established policy will result in the following:

- First offense- the phone is taken away until the end of the day.
- Second offense- the phone must be picked up by a parent or guardian.
- Third offense- either the student is suspended for one day or the phone is taken away for five school days (parent's choice).
- Any further infractions will 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.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use.

Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. This includes office runners and/or students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.

Seniors who have early release or late arrival may not use their cell phones during instructional time. They should wait until they exit the building to access their cell phone.

Approved cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

Students are not authorized to use headphones with their cell phones during lunch or between classes.

Students may use social media, but may not post pictures, take video, or use facetime. All posts to social media should reflect a Godly testimony of the student. Students will be held accountable for any negative postings, pictures, or video.

Students may not use cell phones to "bully" or to post derogatory statements about students, faculty, or staff via text message or Social Media.

Students who need to leave early for appointments or illness must check out through the attendance office or nurse's office. *Students cannot just call/text home and leave.*

A student who has a phone confiscated may not use another student's cell phone.

Guideline Infractions:

The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

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 the LCA Acceptable Use Agreement or Student Handbook will be subject to discipline.

Liberty Christian Academy is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Cell phones should be charged prior to school and run on battery power while at school. LCA 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.

*This is for high school students only. When a high school student is in the middle school or elementary areas, cell phones may not be seen or heard.

*Students may not use their cell phones during a study hall period or in the library.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Liberty Christian Academy 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. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

LCA is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

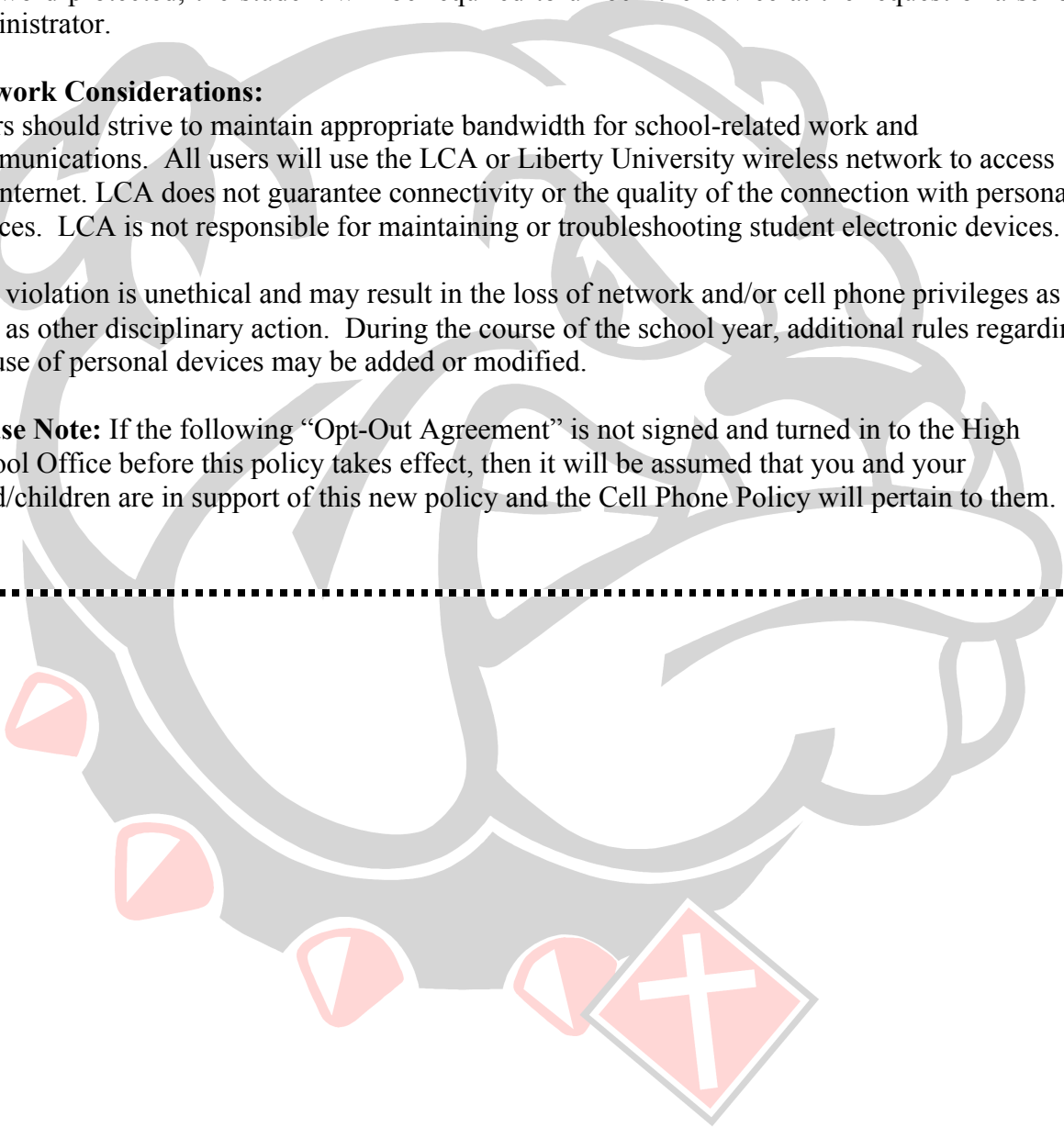
** School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the LCA or Liberty University wireless network to access the internet. LCA does not guarantee connectivity or the quality of the connection with personal devices. LCA is not responsible for maintaining or troubleshooting student electronic devices.

Any violation is unethical and may result in the loss of network and/or cell phone privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

Please Note: If the following “Opt-Out Agreement” is not signed and turned in to the High School Office before this policy takes effect, then it will be assumed that you and your child/children are in support of this new policy and the Cell Phone Policy will pertain to them.





Opt-Out Agreement

My student, _____, will not be using their cell phone in school and
(Printed Student Name)

therefore I/we as the parent(s) or guardian(s) request that he/she be opted out of this agreement and ask that we be notified if he/she is found to be in use of a cell phone during the school day.

Parent Signature

Date

Student Signature

Date

