

## **Farr West Elementary Digital Media Device Policy**

The use of digital media devices may be disruptive to a positive learning environment and may infringe upon the privacy and rights of others. In order to maximize a positive learning environment at Farr West Elementary the following procedures apply:

- ❖ Because of the risk that these devices may be broken, lost, or stolen, students are discouraged from bringing them to school. If an extenuating circumstance requires that the device be brought to school it must be turned off and stored in backpacks, book-bags or other areas designated by the teacher. **Simply put, they should not be seen or heard.**
- ❖ Student cell phones and music devices may only be used before and after school. They are not to be seen, heard, or used during school hours.
- ❖ The office phone is available for students and parents to communicate in case of a school issue or emergency.
- ❖ This policy does not apply to the sanctioned use of digital media devices by students under the direct supervision of their teachers for educational purposes, medical, or emergency situations, and exceptions as determined by the principal.
- ❖ Violation of this policy shall result in the confiscation of the digital media device.
  - **First offense:** Digital media device is taken from the student and is kept by the teacher until the end of the school day at which time the student may retrieve the device.
  - **Second offense:** Digital media device is taken from the student and is kept in the office, the parent is contacted, and the parent may retrieve the digital media device from the office.
  - **Third offense:** The digital media device is not allowed at school for the remainder of the school year. Insubordination will result in disciplinary action up that may include suspension from school.
- ❖ Students bring digital media devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment.
- ❖ Students are strictly responsible for their own digital media devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or applicable policy violation(s).

Thank you for your support in protecting the learning environment at Farr West Elementary.
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