

Personal Device Policy

Purpose

Mana Academy Charter School, in accordance with [Utah Code §53G-7-227. Device Prohibition](#) and [Senate Bill 69. School Device Revisions](#), has adopted a Personal Device Policy to prohibit students from using a cellphone, smart watch, emerging technology, or other personal device as defined in this policy at school during school hours; to outline consequences for infractions; and to describe circumstances that may produce exemptions to prohibitions in this policy. This policy applies to students' use of personal devices while on school property during school hours and is applicable to all students at the school regardless of grade level.

Definitions

AI Glasses: means wearable eyewear, whether prescription or non-prescription that: 1). incorporates one or more sensors, including cameras, microphones, accelerometers, gyroscopes, or biometric sensors; 2). uses artificial intelligence, machine learning algorithms, or neural networks to process, analyze, or interpret data captured by the sensors in real-time or near real-time; 3). provides information overlaps, translations, identification, or other augmented content to the wearer through visual displays, audio output, or haptic feedback; and 4). may transmit, store, or share data to external devices, networks, or cloud-based services.

AI Glasses Does Not Mean: prescription eyeglasses or sunglasses without electronic components; wearable devices used solely for reading glasses or vision correction without data collection or processing capabilities; protective eyewear that contains only passive sensors without artificial intelligence processing capabilities; or virtual reality headsets designed primarily for immersive gaming or entertainment that are not suitable for continuous wear in public settings.

Headphones: means headphones that are either wired or utilizes wireless Bluetooth technology to share data over a short distance, and can be used to connect with other Bluetooth enabled devices.

Cell Phone/Tablet: means a handheld, portable electronic device that is designed to be operated using one or both hands and is capable of transmitting and receiving voice, data, or text communication by means of a cellular network; a satellite network; or any other wireless technology. A cellphone includes a smartphone, a feature phone, a mobile phone, a satellite phone, or a personal digital assistant that incorporates capabilities similar to a smartphone, feature phone, mobile phone, or satellite phone. A tablet includes, but limited to, an iPad, running iOS or devices manufactured by Samsung, Lenovo, and Microsoft running on Android OS. This does not include tablets provided by Mana Academy used as learning tools in the classroom.

Earbuds: means small electronic earphones used to listen privately to music, data, or similar from a computer, smartphone, or other personal electronic device.

Emerging Technology: means another device that has or will be able to act in place of or as an extension of an individual's cellphone. Emerging technology does not include school-provided or school-required devices.

Individualized Suspicion: means that school officials have specific, reliable, and observable reasons to believe a particular student—rather than a group or the whole class—has violated a school rule or the law, and that searching their belongings will uncover evidence of that violation. This standard must be met before conducting a search at a school and balances a student's privacy rights against the school's duty to maintain a safe learning environment.

Instructional Time: means the amount of time during the school day when students are actively engaged in learning activities under the guidance of a teacher. This generally includes classroom instruction, labs, study halls, active learning and collaboration, assessments, school activities, and required educational activities, or any time designated by the school as “instructional time.”

Breakfast or Lunch Time: means the time period during school hours designated for breakfast or lunch.

Medical Reasons: means a student's illness, with or without a health care professional's documentation, and/or a student's recurring illness or medical problem(s).

Parent/Legal Guardian: The person or persons who have legal responsibility for a child's education.

Passing Time or Transitions: means the period of time designated in schools between classes or to allow students to move between classrooms.

Personal Electronic Device: means a computer, smartphones, smartwatches, tablets, e-readers, bluetooth headphones and earbuds, wired or wireless headphones, AirPods, MP3 players, portable or handheld gaming systems, other communication wearables, AI glasses, or similar devices authorized to access data or used to backup any such device that is owned by a student or a student's family. Any device that a student possesses which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication, media, or data. A personal device does not refer to a school-issued, school-owned device provided for student use for school-sanctioned educational purposes.

Reasonable Suspicion: Reasonable suspicion in schools is a legal standard which is lower than the probable cause required for police, that allows school administrators or their designees to search a student's belongings (such as backpacks, lockers, or vehicles). It requires objective, articulable facts rather than a vague "hunch." To be considered reasonable, a search must meet two conditions:

- 1). The search must be justified at its inception, meaning that an official must have specific, reasonable grounds to believe the search will yield evidence that a student violated the law or school rules;
- 2). The search must be reasonable in scope, meaning that the methods used must be reasonably related to the objective of the search and not excessively intrusive in light of the student's age, gender, and the nature of the infraction.

Recess: means the time period during school hours designated for a physical break, a snack break, exercise, or outside activity regardless of whether or not it is designated as instructional time by the school.

School Hours: means the time from the beginning of the school day, as designated by the school's bell schedule, until the end of the school day, as designated by the school's bell schedule, including all instructional time, lunch periods, recess, and transition times between classes.

Smart Watch: means a wearable computing device that closely resembles a wristwatch or other time-keeping device with the capacity to act in place of or as an extension of an individual's cellphone. A Smart Watch does not include a wearable device that can only tell time, monitor an individual's health informatics, receive and display notifications or information without the capability to respond, or track the individual's physical location.

Liability for Personal Electronic Devices

If students and families make the decision to bring a personal electronic device to the school, they do so at their own risk. The school is not responsible for any loss or damage caused to any personal electronic device while a student is at school, at a school activity, or on the school's property.

Procedures for Personal Devices on Campus

The school enforces a bell-to-bell ban on the use of cell phones and other personal electronic devices during school hours. Students who choose to bring a personal electronic device to school must adhere to the following procedures:

- The school will implement a system for gathering cell phones and other personal electronic devices at the beginning of school hours, placing cell phones and other personal electronic devices in locked storage for the duration of school hours, and redistributing cell phones and other personal electronic devices at the end of the school day.
- Any personal electronic device in view or used during school hours will be confiscated, logged, and securely held until the end of the school day, at which point the device can be collected by the student or parent depending on the number and nature of a student's infractions of this policy.
- Students may use personal electronic devices during school hours only with permission granted for one of the exceptions described below and only in designated spaces.

Consequences of Violating Policy Provisions

Students are not entitled to warnings before being subject to the provisions of this policy. Parents and students are expected to be familiar with and act consistent with the policy at all times. However, a teacher may decide to warn a student for violations prior to discipline or confiscation of the student's personal device. Violation of this policy by any student will result in the following consequences:

- Upon the first infraction, a student's personal electronic device will be confiscated and

stored in the Administrative Offices with an appropriate Administrator until the end of the school day. The student may retrieve the device at the end of the day. A parent or guardian will be notified of the student's infraction.

- Upon the second infraction, a student's personal electronic device will be confiscated and stored in the Administrative Offices with an appropriate Administrator. A parent or guardian will be notified of the student's infraction and the imposed consequence. Only a parent or guardian may retrieve the device from an Administrator upon the student's third infraction.
- Upon the third infraction, a student's personal electronic device will be confiscated and stored in the Administrative Offices with an Administrator. The student will receive an in-school suspension, and a parent or guardian will be required to meet with the administration prior to retrieving the student's personal electronic device. The student will no longer be allowed to bring a personal electronic device to school.
- Upon the fourth infraction, a student's personal electronic device will be confiscated and stored in the Administrative Offices with an Administrator. The student will receive an out-of-school suspension, and a parent or guardian will be required to meet with the administration prior to retrieving the student's personal electronic device. The student will no longer be allowed to bring a personal electronic device to school.
- The administration reserves the right to adjust these consequences according to the age and developmental level of individual students.
- A student's consequences for violation(s) of this policy may also vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received, and the specific circumstances of the violation.
- Consequences for violations of this policy may include loss of extracurricular privileges, honor privileges, or recognition.
- If a student is defiant and will not cooperate with school administration and/or will not surrender a personal electronic device, an administrator may take other appropriate action for the safety and well being of the student and other students or employees at the school. The Administrator or a designee will notify a parent or guardian of additional consequences related to a student's defiance.
- Law enforcement may be contacted about a student's use of a personal cell phone device, if warranted, as in cases of an imminent threat of violence, illegal activity, or criminal misconduct.

Confiscation, Search, and Retrieval of Electronic Devices

- Only school personnel may confiscate a student's personal electronic device under the provisions of this policy.
- School employees are discouraged from searching student electronic devices except with "reasonable suspicion" that would warrant a search.
- School personnel who confiscate a personal electronic device in accordance with this policy may search the device based on their "reasonable suspicion" that the student has violated this policy. Such a search may include a review of text messages, photo files, and recent, missed, or dialed calls.
- School personnel may search an electronic device if the device is found by the employee for the limited purpose of determining the device's owner.
- School personnel will do their best to guard and protect confiscated personal electronic devices, but the school is not responsible for the loss, damage, theft, or security of confiscated devices.

- School personnel will make a good faith effort to notify a parent or guardian that a student's personal electronic device is in school's possession.
- Only parents or legal guardians may retrieve electronic devices belonging to their children that have been confiscated by school personnel after infractions of this policy.
- Parents may reclaim devices on school days during normal school hours or shortly after the end of the school day.
- Parents/guardians will be expected to retrieve confiscated devices within seven school days.
- Unclaimed devices cleared of personal data will be donated after four weeks.

Other Provisions Concerning Personal Electronic Devices at School

- Students bring electronic 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 electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
- Confiscated personal electronic devices may be subject to search by school personnel.
- Picture taking or recording by students with personal electronic devices is strictly prohibited in school or in private areas such as locker rooms, counseling sessions, washrooms, dressing areas, etc.

Exemptions to Prohibitions on Use of Personal Devices During School Hours

Students may use a cellphone, smart watch, or emerging technology in the following circumstances:

- To use the SafeUT Crisis Line;
- For accommodations related to a student's IEP or Section 504 accommodation plan;
- To use a cell phone as an assistive technology tool under their Individualized Education Program (IEP) or Section 504 Plan; or,
- To address a medical necessity such as monitoring health conditions (e.g., blood sugar or heart rate via continuous glucose monitors or wearable apps) or manage specific healthcare requirements.
- To address a health concern documented under an Individualized Health Plan (IHP);
- To respond to an imminent threat to the health or safety of an individual;
- To respond to a school-wide emergency.

Accommodations for Use of Personal Devices During School Hours

Parents or guardians may request an accommodation for the parent's student to briefly use a cellphone, smart watch, or emerging technology in a specified area designated by the school during non-instructional time for an on-going or limited period of time. With all exemptions, appropriate school technology use policies and rules apply.

Accommodations may be granted for the following:

- To accommodate specific medical, academic, or personal circumstances;
- For a specific educational purpose;
- For communicating with family members for students who are routinely responsible for

the care and well-being of a family member and need to be reachable for family emergencies;

- For other reasons at the discretion of the Executive Director.

Urgent Communication

If a parent, guardian, or caregiver needs to contact a child/student urgently during the school day, the parent, guardian, or caregiver should call the Front Office or communicate with the student's teacher through the teacher's official school email.

Parents, guardians, and caregivers should be advised that Front Office and teachers may not be immediately available to answer a phone call or email, but will respond within a reasonable period of time.

During a school emergency that requires communication, the school will engage in its emergency communication protocols to communicate critical information to all the school's stakeholders.

Non-Essential Communication

"Non-essential" communication includes a student's need to communicate to a parent or guardian about something the student inadvertently left at home. The school supports students in developing important executive function skills, such as preparing for, planning, and organizing their days. An over-reliance on cell phone or smartwatch communication with parents or guardians hinders a student's development of these important skills. Students may use the phone at the Front Office for non-essential communication.

Notice to Students and Parents of Policy

Parents and students shall receive annual written notice of this policy. Written notice may be satisfied by posting the policy on the school's website, publishing the policy in a school handbook or directory, through a dedicated email sent to the school community, or by any other reasonable means.

Expectation of Parental Support

The school requests and expects parental involvement and support in the explanation and enforcement of this policy. The administration acknowledges that consequences imposed on students as a result of infractions of this policy will be significantly more effective if parents, guardians, and administrators work collaboratively to support students' appropriate use of electronic devices and their guided participation in technology-supported learning.