



Western Tech Electronic Device Policy

Western School of Technology welcomes the use of 21st century technology for educational purposes and encourages student access to information, but it is important to teach our students how to use technology responsibly. Based on a collaboration of students, teachers, and administrators, the following policy was created.

1. Students **may** use their electronic devices (cell phones, music players, PDA's, tablets, e-readers, laptops, etc.) for **quiet use** in the established "Device Zones" (see below):

DEVICE ZONE	WHEN	WHAT
Cafeteria, compound, den, library, & hallways	During the morning before 7:29am	Internet, texting, & music with earphones
Cafeteria, compound, & library	During your lunch shift	Internet, texting, & music with earphones
Classrooms	During classes	Instructional use only as directed by the teacher

Phone calls, photography, and video recording are not permitted.

2. **At all other times and places, all electronic devices (and earphones) must be off and away;** on "silent" or "vibrate" is not acceptable. Devices and headphones should not be visible. Students may not charge their devices at school. Western Tech is not responsible for the damage, theft, or loss of students' electronic devices.

3. All devices are prohibited during drills, evacuations, and emergency situations unless permission is granted by the administrative team.

4. If a student uses his or her device, has the device visible, or has visible headphones outside of the designated zones and times, he or she is in violation of this policy. **Students who violate this policy will face the following consequences:**

- 1st OFFENSE – Student receives a documented warning.
- 2nd OFFENSE – Parents are notified.
- 3rd OFFENSE – Parents are notified and the student will be issued an Administrative Detention.

Emergency phone calls may be made in the front office throughout the school day.