

NEELY TRADITIONAL ACADEMY
STUDENT RULES FOR USE OF ELECTRONIC DEVICES
2016-2017

Dear Parents and Guardians,

We recognize that electronic devices are an important part of our everyday world and are increasingly being used in teaching and learning. However, we want to be sure that any devices at school are being used as an appropriate instructional tool, and their use does not interfere with our students' learning environment.

Neely Traditional Academy is proud to announce that we will be providing student access to Chrome Books and Mac Books in their classrooms. Due to the generosity of our PTO, Neely was able to add two more class sets to the two that the district provided for each school. We are participating in the district initiative to incorporate technology where appropriate in our instructional program. In today's society, and our students' future world, technology will play an important role, and we need to make sure that our students are educated to use technology in an appropriate and useful way. We also understand that the use of technology must be carefully monitored and restricted, and that much of the learning at the elementary level requires direct instruction, practical application and practice, and research has shown all learning at the younger grades does not necessarily benefit from technology, particularly at the primary grades. We are committed to our Spalding Program, Cursive Handwriting, and Saxon Math program, and want to ensure that our rigor and traditional programs are not compromised, and students will not be using technology for games and play, which might already be excessive outside of school and does not fit our traditional program.

However, we will be using technology, in particular our Chrome Books and Laptops, for instructional purposes that we have utilized to enhance and enrich our curriculum in the past, such as: Keyboarding, Occasional Writing Final Copies, Testing, Quizzes and Quick Response Feedback, Research, Reports, Student Projects and Presentations, Collaborative Writing, Math Practice. Our carts will enable teachers to utilize the computers and integrate their use with more ease than the previous system of waiting to visit the lab once every two weeks. We will also teach ongoing **Digital Citizenship** to ensure that students are aware and practicing appropriate behaviors while using technology. Our district server blocks inappropriate content, and searches are monitored by iBoss, so that the principal receives reports of exactly which device and which student or teacher has attempted inappropriate searches; however, the following rules are required. **Please read the following rules with your student and return the signed signature page to your classroom teacher.**

Types of electronic devices:

- A. School Owned Computers, Chrome Books, NEOs, iPads, Kindle Fires or other tablets.
- B. Electronic devices brought from home such as telephones or eReaders. (**No other electronic devices are allowed at school.**)

Students must follow school rules when using any electronic devices. We reserve the right to add to these rules as necessary and to make decisions about what is appropriate. School rules apply when students are at school or attending a school-sponsored or related activity off-campus, and include traveling to and from school on the district buses.

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School Owned Computers, Chrome Books, NEOs, iPads, or other tablets.

1. Students will only use devices with permission of a teacher and under their supervision.
2. Devices will not be taken outside or used out of the classroom.
3. Students will only visit websites or other activities when directed to do so by the teacher. (Teachers will preview websites to be visited.)
4. Although students will have a district generated email account to access Chrome Books, the account cannot be used to send emails to anyone other than district emails. Also, emails cannot be used at home and will only be used as part of a supervised instructional/learning program monitored by the teacher. Parents can view students' accounts – see district letter previously sent.
5. Students will specifically not access Facebook, Twitter, Instagram, Instant Messaging, Snap Chat or any other social media at school. (These sites are blocked by the district server.)
6. Students will only use the devices for academic learning and instructional purposes.
7. Students will not take videos or photos of students or school personnel unless instructed to do so as part of an instructional learning project.
8. Students will not use a device to cheat, including getting and giving answers, or copying from the Internet.
9. Students will not use a device in any way that causes disruption within the educational environment.
10. Students will not use a device to bully, threaten, or personally attack another student or school personnel whether or not communicated directly to that person.
11. Students will handle school equipment carefully, and will be responsible for any damage that a student causes due to recklessness.
12. Students will turn off a device when requested by the teacher, administrator, aide, or other school personnel.
13. All students will participate in Digital Citizenship instruction.

Breaking any of these results will result in the appropriate school discipline consequences based upon district policy.

A. Electronic Devices brought from home such as cell phones or eReaders. (No other electronic devices are allowed at school.)

1. For devices brought from home, we must have a signed permission from the parent in the office. (electronically)
2. Student will only use devices brought from home with the permission and supervision of a teacher or administrator.
3. Electronic devices brought from home will be kept in the backpack turned off and will not ring or cause disruption to the instruction in the classroom.
4. Electronic devices brought from home will be password protected and have a clear label with the student's name.
5. If a student has a telephone or eReader out without permission of the teacher, and without a parent signed permission in the office, they will receive a warning and a second chance. If it happens again, permission will be revoked.

Cell Phone and/or eReader Expectations

Gilbert Public Schools or the school is not responsible if the cell phone and/or eReader (tablet) should be damaged, misplaced, or stolen.

Cell Phone permission is granted under the following conditions:

1. The cell phone is turned off during school hours.
2. The cell phone is put away and not visible to anyone during school hours.
3. If the cell phone needs to be used due to an emergency, it must be with the permission of a teacher or administrator.

eReader (TABLET) permission is granted under the following conditions:

1. The device is only used with teacher permission and with teacher supervision for reading.
2. The device is put away and not visible to anyone during school hours except with the permission of a teacher for use during reading.

The first violation:

- a. The device will be confiscated.
- b. The parent will need to come in and pick up the device and sign a permission slip if not already done.

The second violation:

- a. The student has lost the opportunity to bring a cell phone/eReader to school.
- b. The student may serve a detention, depending upon the situation.
- c. The parent will need to come in and pick up the device.