Trinity Academy Electronic Device Policy

Last Reviewed: 24th March 2024

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1. Introduction

At Trinity Academy, we understand the profound impact of technology on modern education. Our electronic devices policy serves as a comprehensive framework to guide students, parents, and staff in navigating the responsible use of electronic devices within our educational environment.

2. Purpose

In today's digital age, the ubiquity of mobile devices necessitates proactive measures to ensure their responsible use in the school setting. This policy aims to identify and address potential challenges associated with mobile devices while preserving their benefits, including enhanced safety and expanded learning opportunities for our students.

3. Acceptable Use of Electronic Devices

Students are encouraged to utilize personal electronic devices as educational tools, fostering collaboration, research, and creativity. Additionally, devices may be used for communication with family and friends during designated times and recreational activities during approved free time.

4. Restricted Use Areas and Times

To maintain a focused learning environment, electronic devices are prohibited during academic classes, study sessions, meals, and communal activities, unless explicitly permitted for educational purposes. This restriction ensures that students engage fully in classroom activities and social interactions.

5. Device Registration and Security

Upon enrollment, students are required to register their personal electronic devices with the school to facilitate identification and accountability. Students bear the responsibility of

safeguarding their devices and may be provided with secure storage options to prevent loss or damage.

6. Cell Phone and Internet Access

6.1. Safety and Security Measures:

Mobile devices should not be left unattended in bags to minimize the risk of theft during school hours. Learners who carry mobile devices are advised to keep them well concealed and refrain from openly displaying them, reducing the likelihood of attracting unwanted attention.

6.2. Lost and Found Protocol:

Mobile devices found on school premises without their owner should be promptly handed over to the school office. This ensures that lost devices can be safely returned to their rightful owners or stored securely until claimed.

6.3. Responsibility for Personal Devices:

The school accepts no responsibility for replacing lost, stolen, or damaged mobile devices. Students are encouraged to exercise caution and responsibility in safeguarding their personal belongings, including mobile devices, while on school premises.

6.4. Security Features:

To enhance device security, learners are strongly advised to utilize passwords or PIN numbers to prevent unauthorized access and usage. This precautionary measure helps mitigate the risk of unauthorized phone calls or misuse, particularly in the event of device theft or loss.

6.5. Parental Cooperation:

Parents are encouraged to discuss the importance of responsible device usage and security measures with their children. This collaboration between home and school reinforces the importance of safeguarding personal belongings and promotes digital citizenship among students.

7. Emergency Communication

In cases of emergency, students may utilize designated school phones or seek assistance from staff members to make essential calls or send messages. This ensures prompt communication and support in critical situations, prioritizing student safety and well-being.

8. Discipline and Consequences

Adherence to the electronic devices policy is vital for maintaining a conducive learning environment. Violations may result in disciplinary measures, such as verbal warnings, temporary device confiscation, loss of privileges, or parental notification, depending on the severity and recurrence of the offense.

9. Access Restrictions and Inspections

To uphold the integrity of the school's digital environment, access to certain websites or online channels may be restricted. Additionally, devices may be subject to periodic inspections to ensure compliance with school policies and standards of conduct.

10. Photography and Recording Policy

Trinity Academy emphasizes respect for individual privacy and dignity. Therefore, students are reminded that unauthorized photography or recording of others without their explicit consent is strictly prohibited. Violations of this policy will be addressed promptly and in accordance with established disciplinary procedures.

11. Adaptation for Trips and Excursions

During off-campus trips or excursions, an adapted electronic devices policy may be implemented to address specific safety considerations and logistical arrangements. This

ensures that students continue to utilize technology responsibly while participating in extracurricular activities outside the school premises.

12. Acknowledgement of Mobile Devices in Modern Life

Recognizing the integral role of mobile devices in contemporary society, Trinity Academy acknowledges parents' decisions to provide their children with such devices for personal security and safety. We strive to cultivate a supportive learning environment that embraces technological advancements while promoting responsible usage and digital citizenship among students.

13. Parental Involvement and Emergency Procedures

Parents and caregivers play a crucial role in supporting the school's electronic devices policy. In cases of emergency, parents are reminded to communicate directly with the school office to ensure timely assistance and coordination. By fostering open communication and collaboration, we collectively prioritize the safety and well-being of our students.

14. Corrective Action for Violations

Students who violate the rules for the use of electronic devices, as set forth above, will face corrective action as described below:

- . First Violation:

 The student will receive a verbal or written warning, and the teacher will contact the student's family to discuss the violation and reinforce the school's electronic devices policy.

- Second Violation:

The device will be confiscated and kept by school staff until the end of the day. Additionally, the student's family will be contacted to inform them of the violation and discuss the importance of adherence to the policy.

- Third Violation:

The device will be confiscated, and the student's family will be required to pick it up from the school office. Further disciplinary action may be imposed, depending on the severity and recurrence of the violation.

Further discipline may vary from school service to suspension, depending on individual circumstances. Our intention is to address the misuse of electronic devices while supporting the overall development and well-being of the student. Suspension of the device and corrective measures aim to cultivate responsible digital citizenship habits and foster a conducive learning environment for all students.

Trinity Academy's electronic devices policy is subject to periodic review and updates to align with evolving technological trends and educational best practices. We appreciate the cooperation and support of our school community in promoting responsible digital citizenship and fostering a positive learning environment for all. Please contact us if you want to find out more about this or any of our other school policies.