Nisarga Batika School
Personal Electronic Device Usage Policy

Scope

Privately Owned Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of privately owned electronic devices on school premises, during school hours, at school sponsored activities and on school transportation.

All students are required to read, sign and acknowledge the Personal Electronic Device policy.

Definition

For purposes of this policy, "Privately Owned Electronic Device" means any device that is used for audio, video, or text communication or any other type of computer or computer-like instrument that is not owned and issued by the school including:

(a) a smart phone;
(b) a smart or electronic watch;
(c) a tablet; or
(d) a virtual reality device

Possession and Use of Privately Owned Electronic Devices

Students may possess and use electronic devices at school subject to the following guidelines:

- Students of Grade 6 and below will not be allowed to bring Privately Owned Electronic devices. Incase of volition of the policy, the disciplinary actions mentioned in the policy will be applicable.
- Students of Grade 7 and above students can bring electronic gadgets with permission and requirement of teachers and class and upon receiving the Permission Slip to use and carry Privately Owned Electronic Devices duly signed by their parents and teachers. The slip must be carried along at all times in the school premises.
- Students may carry or possess privately owned electronic devices at school and school-sponsored activities held at the school.
- Privately owned electronic devices must be placed in lockers away from students and their desks during regular class hours, tests and assessments.
- Use of privately owned electronic devices during the school day, including free-time between classes, at breaks, and lunch-time, is prohibited. Devices must be completely powered down, turned off and kept out of sight.
- Privately owned electronic devices use is prohibited in the school ground, in the bus, dining hall, classroom, passage, rest room, offices and other areas, unless there is a task assigned from the teacher.
- During the instructional day, personal electronic device must remain out of sight and in silent mode.
- Unless explicitly allowed by a staff member, headphones and other listening devices may only be used with discretion of the teacher who has produced the permission slip.
- Use of privately owned electronic devices on school transportation is allowed only to make or receive calls when required.
- Use of privately owned electronic devices on school transportation should not generate distracting behavior that creates an unsafe environment for driving and will not be tolerated.
- Privately owned electronic devices can be brought during field trips with permission of the field trip supervisor and parents.
- If students need to place an emergency phone call during the day, they should use the office phone rather than their personal cell phone.

Permission Slip to use and carry Privately Owned Electronic Devices

A student is allowed to carry and use Privately Owned Electronic devices only after approval from the parents and concerned teachers in the permission slip as provided by the school. The student must carry the permission slip with them at all times and must be produced when asked upon by any member of the school. Failure to produce the duly signed permission slip will be considered as the violation of Nisarga Batika School Personal Electronic Device Usage Policy and will result in Potential Disciplinary Actions as stated below.

Prohibitions

- Privately Owned Electronic devices shall not be used inside classrooms during class hours.
- Privately Owned Electronic devices shall not be used in a way that threatens, bullies, humiliates, harasses, or intimidates any school-related individual. This includes students, employees and guests.
- Livestreaming or social media posting is prohibited and automatically violates the electronic device policy.
- Devices should never be used in a way that violates local, state or federal law.
- Devices shall not be used to access inappropriate material on the Internet and World Wide Web while using school services or connectivity whether on or off school property.
- Privately owned electronic devices shall not be used during standardized assessments.

Confiscation

- If a student violates this policy, his/her privately owned electronic device may be confiscated.
- When an employee confiscates a device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as quickly as the employee's duties permit.
- The device will only be released to the student's parent or guardian after the student has complied with any other disciplinary consequence that has been imposed.
- The school will not be responsible for any damage or loss of Privately owned electronic devices; incase of confiscation.

Potential Disciplinary Actions

A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.

- The first time a personal electronic device has to be confiscated the device will be kept in the office until the end of the day. The student will be able to pick up their device from the administrator at the end of the day.
- The second time an electronic device is confiscated a parent or guardian will have to submit a written application or letter for the release of the electronic device only after a week.
- The third time an electronic device is confiscated a parent or guardian will be notified and asked to come to the school office to retrieve the device only after a month. Students will not be allowed to pick up the device. In addition, the student will serve detention.

Security of devices

- Students shall be personally and solely responsible for the security of electronic devices brought to school.
- The school shall not assume responsibility for theft, loss or damage.
- The school shall not assume responsibility for unauthorized calls made with an electronic device.
- If devices are loaned to and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
- Lost, stolen, or misused devices will not be investigated by school authorities.

Reporting

Individuals wishing to report a violation of this policy should contact a school administrator.

Prohibitions on camera or audio recording

- Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, or compromise the integrity of educational programs.

- If there is need to take a picture or a video recording of any person from the school community, consent from the concerned person is a must.
- Accordingly, use of the audio recording or camera functions of electronic devices will be strictly prohibited on school premises and school transportation at all times.
- The violation of one's privacy in such a manner will result in school and/or district consequences, including law enforcement referral.

Exceptions
With prior approval of the Head of School, the above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to conduct a research work to meet a specific academic requirement
- the use is at the direction of a teacher for educational purposes;
- the use is determined by the Head of School to be necessary for other special circumstances, health-related reasons, or in case of an emergency.
- Teachers may allow the use of privately owned electronic devices in the classroom for curricular purposes only.
- Teachers may not allow interfering or electronic communication devices as part of a 'reward' or 'free time.'
- Teachers who chose to allow privately owned electronic devices in the classroom must clearly communicate to parents and students the conditions under which the use of privately owned electronic devices are allowed.

Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance.
Students will not be permitted to have their phones at school until the signed policy is returned.

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PLEASE RETURN THIS SLIP TO THE SCHOOL ADMINISTRATION

We, the undersigned have read, understood and agree to be bound by the "**Nisarga Batika School Personal Electronic Device Usage Policy"** and consent to abide by the Terms and Condition laid down in it.

Parent/Guardian's Name: _____

Signature: _____ Date: _____

Student's Name: _____ Grade: _____

Signature: _____ Date: _____