TELEPHONE USE Students will not be called to the phone during any class period except for a parental emergency. Messages may be left at the office. Students may return calls during class breaks.

**Student cellphones are to be placed in student lockers, vehicles or turned into the office during the school day (8:00 am to 3:45 pm). Students are not to have cellphones in their possession during the school day.**

Students who are found to have cellphones in their possession during the school day will have the phone turned in to the office and will be returned to the parent/guardian after payment of a $50 fee.

**TECHNOLOGY USER AGREEMENT** All students are required to sign a contract stating that they are willing to use the technology in a responsible manner, and that they will comply with all the technology policies and regulations of the school.

**TECHNOLOGY POLICY** – Internet, Network and Bring Your Own Device Burton Academy offers a “Bring Your Own Device” policy for grades 4-12. In an attempt to safely maintain our school infrastructure and social atmosphere while enhancing the learning environment, the following guidelines and policies must be adhered to:

**Campus-Wide “Bring Your Own Device” Usage Guidelines & Policies**

1. Students are not permitted to utilize a cell phone during school hours without express permission by a staff member for each occasion. This will include phone calls, texting, Internet usage or any other application. In addition, students are not allowed to connect their cell phones or other non-iPad devices to the Internet via Wi-Fi, 3g, 4g or other cellular connection while on campus at all. There is a $50 fine for non-compliance.

2. Students may only use devices in approved areas while under direct supervision by a BAA staff member, i.e. during class, in designated before-care areas starting at 7:00 a.m., and in designated after-care areas once school is dismissed.

3. Students must keep devices in their backpacks or properly stowed (in their locker or in a locked classroom with teacher permission) until in an approved area with teacher supervision at all times while on campus.

4. Students are not allowed to use any 3g, 4g or other cellular connectivity to connect their iPads to the Internet while on campus at BAA. All network and Internet connectivity must be through the controlled-access Wi-Fi provided free of charge to students. In the event an iPad is found to have cellular data active, the sim card will be removed and turned in to the office. There will be a $50 fine to get the sim card back.

5. The usage of technology at Burton Academy is a privilege. As such, if students abuse that privilege, their devices may be restricted for an adequate period of time (as determined by administration) (See below for specific “Failure to Comply” policy.)

6. Students must comply with any additional classroom policies established by individual teachers.

7. As Burton Academy maintains a culture of social accountability, students are required to report the knowledge or exposure to violations of this policy.

8. In the event of broken, lost, or stolen devices (due to student negligence), the student and family who own the device are responsible to replace it. It is the responsibility of the student and family who own the device to cover repair and replacement costs. For this reason, AppleCare+ is strongly recommended for iPads.

9. All students’ iPads will be managed by the school. Management software will be installed on these iPads to allow teachers to better monitor what students are able to do on the iPads. This software will remain active even when students are at home, but teacher’s ability to view iPad activities is limited to the Burton network.

10. Personal Laptops are to remain home. Students who have a specific need for a laptop must first obtain permission and guidelines for using a laptop from the principal and IT director before using the device on the Burton network.

11. Music players, earbuds, and headphones are prohibited for student use during the school day without teacher permission.

12. Fitness trackers are allowed ONLY if they do not have notification features. All fitness trackers with notification features and smart watches that pair with a phone to send and/or receive messages, calls and email alerts are subject to the same policy as cell phones.

**Network and Internet Policies (Also applicable to personal devices)**

1. Students may not allow anyone else to use their personal password or attempt to obtain and use others’ passwords.

2. Students are not allowed to change school-assigned usernames and passwords without express consent from IT management, and without secondly notifying the IT manager of the change.

3. Students must respect the rights of other individuals and not use language that is abusive, profane, offensive, or threatening.

4. No one may access text or visual depictions that are obscene and/or harmful to minors.

5. Students may access only those educational games or apps which are on the school’s “Approved Game List”.

6. Students must respect the privacy of others and not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent himself or herself as someone else by using another’s account. No one should forward personal material without prior consent of the originator.

7. Students at BAA will receive access to school-established email accounts, as well as accounts to educational websites. These email accounts and website accounts will be jointly monitored by school and family.

8. Electronic mail transmissions and other use of the electronic communication system are not considered to be private and may be monitored at any time by designated school staff to ensure appropriate use. Transmitting obscene messages or pictures is prohibited. Messages dealing with illegal activities may be reported to the administrator or police.

9. Students must show respect for the integrity of computing systems by abiding by all federal and state laws regarding electronic communication. This includes accessing unauthorized or secure content or any other malicious or harmful activity.

10. Students must observe all copyright laws to computer programs, articles, graphics, music, and data. Students are reminded to always give credit to sources used, and to rewrite content in their own words. (For additional guidelines see “Academic Honesty Policy”.)

11. Posting to or participating in social media in any way is prohibited while on campus at BAA unless expressly allowed and supervised by a staff member, and only when it benefits and enhances the educational experience. Additionally, when posting to social media whether off campus, or as directed by a BAA staff member, students will always be truthful, helpful, inspiring and kind as you represent God, your family, school, community and yourself. Social media postings, even while off campus, should reflect the principles, as they are never anonymous. Social media postings may be utilized in determining student enrollment status. Disciplinary action may also be taken when inappropriate use of social media reflects negatively on Burton Academy or its student body.

12. Students must observe the fullness of the “Anti-Bullying” policy while online as well (pg. 29).

13. While network and Internet access are offered for free as a privilege, any additional expense incurred as a result of Internet use is the responsibility of the student/parents.

14. Users should not waste or monopolize network or Internet resources.

**Failure to Comply iPad Technology Policy**

1. Warning

2. Limited internet access

3. Students and parents meet with administration