

Possession and Use of Personal Telecommunication Devices and Other Electronic Devices

Laureate permits students to possess personal cell phones for safety purposes; however, these devices must remain **turned off** and stored in the scholar's bag (not on the scholar or in the scholar's desk) during the instructional day, including during all testing, unless the device is used for approved instructional purposes.

A student must also have permission from the Head of School to possess other personal telecommunication devices (such as a notebook computer, laptop, tablet, or other portable computing device) at school.

Students may also be permitted to possess other electronic devices (for example, MP3 players, iPods, video or audio recorders, or similar electronic devices). Such devices must be turned off between the hours of 7:25 a.m. and 3:30 p.m, or when exiting the bus/school. Such devices may not be visible in the pocket of a jacket or pants; items must be completely put away and out of sight.

If a student possesses a personal telecommunication device or other electronic device without permission, school staff will collect the item and turn it in to the Head of School's office. The Head of School will determine whether to return items to students at the end of the day or contact a parent to pick up the item.

The use of mobile telephones or any other device capable of capturing images is strictly prohibited in restroom areas or other sensitive areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunication device or other electronic device without authorization during the school day, the device will be confiscated. If the student and parent have executed a waiver permitting the student to possess an electronic communication device at school, Laureate officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. Any disciplinary action will be determined by the Head of School. This disciplinary action may apply even if the item in use is not the property of the student found in violation of the policy.

A confiscated device may be picked up from the Head of School's office. Confiscated telecommunication devices that are not retrieved by the student or parent will be disposed of at the end of the academic year.

Laureate will not be responsible for damage to or loss or theft of confiscated items.

Instructional Use of Personal Telecommunication and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval in writing from the Head of School before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations may result in withdrawal of privileges and other disciplinary action.

Laureate is not responsible for any damaged, lost, or stolen personal device.