



## TECHNOLOGY POLICY AND USE AGREEMENT 2018 – 2019

Having ready access to a device (e.g. cell phone, tablets, laptop, iwatch, etc.) will always be a family's decision, even if a student has the opportunity to have a device at school under St. Margaret's guidelines. To have a device on campus, the student and parent(s)/guardian(s) must sign this acceptable use agreement and the cell phone must be registered with the Office of School Life. This agreement sets out the policy for use which varies by grade level and by whether a student is boarding or day.

**A DAY STUDENT** may be in possession of a device while on campus but their cell phone should be out of sight (i.e. in a backpack, bag, purse or similar item), and may not be turned on or used except during the times noted below. A day student may use the phone in the day student room in Latané, in any of the three residence halls' informal areas where a boarding student can use a cell phone (see below), and in the Student/Faculty Center in the alcove area by the TV or in the phone booths. Laptops and tablets may be used in class with the discretion of the instructor.

**A SENIOR OR JUNIOR BOARDING STUDENT** may bring electronics to school and keep them overnight. The phone may be used as consistent with the policies explained below. Laptops and tablets may be used in class at the discretion of the instructor.

**A SOPHOMORE, FRESHMAN OR EIGHTH GRADE BOARDING STUDENT** may bring electronics to school, but must turn all electronics in each night by "Room Bell." Electronics may be retrieved at or after 6 a.m. the following morning. The phone may be used as consistent with the policies below. Beginning the Monday after Long Winter Weekend, a sophomore has the privilege of keeping their electronics overnight for the rest of the year unless the parent or the school requires that electronics be turned in at night. Laptops and tablets may be used in class at the discretion of the instructor.

### WHERE

Every student may use any electronic device in the residence hall. Cell phones may not be used in the Latané duty office, outside the residence halls, or Faculty/Student Center unless using it for pictures, with adult permission. Laptops, tablets, and high tech watches (time purposes only) may be used in any academic space unless otherwise indicated by faculty or administrative staff member. No student should use a cell phone outside of a building on campus. High tech watches are not allowed to be worn during the academic day or evening study hall.

### WHEN

Boarding and day students may use their cell phone only during non-academic hours. During the school day, students MAY use a cell phone during break, free/non-required lunch, and daytime study hall hours if this time is a free period and not required study hall time. Monday through Friday, students MAY NOT use a cell phone during the academic day (which includes TA), during day or night study hall or study hours, during any type of school, club or residence hall meeting, or after "Room Bell." Laptops and tablets may be used during the academic day at the discretion of the instructor or administrative staff member.



A student may also take their cell phone when signing off campus. On weekend activities, the Activities Coordinator will make the decision whether cell phones are allowed on weekend activity trips.

NOTE: Students on school sponsored activities/trips who return to campus after “Room Bell” should turn in their electronics when the trip returns and are excused in this case from meeting the “Room Bell” deadline.

A day or boarding student who leaves campus for an activity during the week with an SMS chaperone (e.g. coach, duty adult, adviser, etc.), must follow the Technology Policy and Use Agreement for that particular activity.

### **MAINTAINING ACCESS TO YOUR ELECTRONICS**

If you use your electronics at a time or in a way other than those indicated above, the consequences will be as follows:

- 1. First offense - device taken for one week**
- 2. Second offense - ALL devices taken for two weeks**
- 3. Third offense - ALL devices taken for one month of school days (which may be longer than a calendar month). Your privilege to have your electronic devices may be modified or denied after this time, as a result of a discussion with you, an SMS administrator, and your parent/guardian regarding whether you can govern yourself accordingly under this policy.**

A student’s electronic privilege may be suspended (in partial or full) if the student does not remain in good social standing with the school. A residence life staff member may confiscate electronics if the adult believes it is interfering with community life. The electronic device’s return will be contingent upon a conversation with the Dean of Students in the Office of School Life or her designee. The school reserves the right to review items stored on any electronic device, including text messages and images when inappropriate use is suspected. In addition to this Agreement, the provisions of the St. Margaret’s School Handbook govern issues of honor and discipline within the community including issues involving the use and misuse of telecommunication devices.

If you bring electronic devices to school, please consider the impact upon our community life. Electronic use should be consistent with our general community life guidelines which are based on cooperation with and consideration for all members of our community. Your use should show respect for the person receiving your message, for those in your company, and for those sharing common spaces with you. If you have any doubt about how you are about to use the device, ask yourself, “is my anticipated use of this device reasonable, responsible, and right?”



*Please return this page with your other registration forms to the Office of School Life.*

I have read and understand the above Technology Policy and Use Agreement. I understand that should I be seen, heard, or found using my device in any manner contradictory to the guidelines outlined in this Agreement, I will lose my electronics privilege as outlined above. "Use" of a device includes but is not limited to placing or receiving a call, texting, sending, receiving or reading a text message or email, social media use, taking pictures or video without permission, or having the device sound, vibrate, beep, etc., at a time when or in a place where the device may not be used. Further, I understand that the same consequence will apply to me if someone else is using my device at the time of the offense. **I understand that if I have multiple cellular devices, the primary device can be in my possession and the remaining devices must be turned in to the Office of School Life.**

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Please check the box that applies to you.*

- I am in 11<sup>th</sup> or 12<sup>th</sup> grade and may keep my electronic devices in my room overnight.
- I am in 10<sup>th</sup> grade and must turn my electronic devices in at "Room Bell" until after second trimester exams. I acknowledge my cell phone must be turned in during the two-hour study hall/quiet hour period until after second trimester exams.
- I am in the 8<sup>th</sup> or 9<sup>th</sup> grade and must turn my electronic devices in at "Room Bell." I acknowledge my cell phone must be turned in during the two-hour study hall/quiet hour period.
- I am a day student and may keep my electronic devices with me at school according to the above guidelines.

*Please check the box that applies to you.*

- I do not have a cell phone but have other electronic devices
- I have a cell phone AND other electronic device

I allow my child to have electronic devices at school and understand that my child will be held to the Technology Policy and Use Agreement framed above. **I understand that if my child has multiple cellular devices, the primary device can be in her possession and the remaining devices must be turned in to the Office of School Life.**

Parent/Guardian Printed Name(s) \_\_\_\_\_

Parent/Guardian Signature(s) \_\_\_\_\_

Student Cell Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone Description (i.e. type of device, color, case) \_\_\_\_\_