

Use of Personal Electronic Devices at School / Cell Phones

Students in Grades 1 through 10 are **prohibited** from bringing cell phones and other communication devices (such as tablets, smartwatches, etc.) onto school property unless they have an approved exception. If a student in these grades is found with a device during school hours, it will be confiscated and returned only to a parent or guardian. Exceptions will only be made to students who need a phone for walking home or medical reasons with prior approval from the administrator and a written request for the exception, along with appropriate documentation (e.g., a doctor's note for medical reasons). Approved students must turn their phones into the front office upon arrival at school and can retrieve them at the end of the school day/upon dismissal.

Parents who need to contact their child during school hours should go through the school office.

- Staff members are authorized to confiscate devices found in violation of this policy.
- Confiscated devices will be returned only to parents or guardians.
- **First Offense:** The device will be confiscated, and a \$25 fee will be charged. A meeting with the student's parents will be required.
- **Second Offense:** The device will be confiscated, and a \$50 fee will be charged. Another meeting with the student's parents will be required.
- **Further Offenses:** Additional disciplinary measures may be taken, including, but not limited to, detention, suspension, or loss of device privileges for an extended period. The school is not responsible for lost, stolen, or damaged devices.
- All 11th and 12th-grade students are required to turn in their phones to the administration office each morning and may retrieve them at dismissal.

IQA does not assume any responsibility for lost, stolen, or damaged devices brought to campus.

Refusal to relinquish the electronic device may result in an escalation from a level one infraction to a level two infraction. The IQA Administration reserves the right to change the policy to a ban of cell phones on its premises in case too many infractions are recorded during the first quarter.

Social Media Rules/ Technology

- Be mindful of what you post online. What you post can have lasting consequences.
- Always use respectful language online and in person.
- Respect the privacy of others. i.e., taking pictures/ videos of others without permission and do not share inappropriate or hurtful content with others.
- Do not use technology to cheat or plagiarize
- Protect your privacy and the privacy of others. Do not share passwords with others and always logout of your devices when not in use.