

## **HORIZON ACADEMY POLICY MANUAL**

**POLICY NAME: USE OF CELL PHONE AND OTHER HANDHELD ELECTRONIC DEVICES**

**POLICY NUMBER: POLICY – HAS – SOP – 004**

**EFFECTIVE DATE: 2014 JUNE 13**

**REVISION DATE: 2021 April 12**

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While the use of technology is pervasive, it is important that technology be used in an appropriate manner in the right environment. Cell phones and other handheld electronic devices do not form part of the necessary learning tools at Horizon Academy schools and are often disruptive to the learning environment.

1. Unless it's requested by the teacher for learning purposes, all cell phones and other handheld electronic devices will be turned off in class rooms, and stay off for the duration of the class. Cell phones and other handheld electronic devices will remain off during extracurricular activities and are to be kept in the student's backpacks.
2. Horizon Academy recognizes that it is sometimes important for parents to reach students. Accordingly, if a parent needs to pass on messages to a student, a phone call can be made to the school and the school will ensure that the student receives the message.
3. If students need to contact their parents during school time, they are to ask their teacher for permission to use the phone in the office.
4. Any violation of this policy will result in the cell phone or other handheld electronic device being confiscated and held in the school office. A confiscated cell phone or other handheld electronic device will only be returned to the student's parent or legal guardian.