

Brighton High School Personal Technology Management Policies & Procedures

We recognize cell phones as part of the fabric of 21st-century society and believe in the importance of integrating technology appropriately into instruction without distracting students and impeding their learning. Accordingly, to help prepare our future-ready learners for post-secondary success, we provide students the opportunity to use their technology in accordance with the policies outlined below.

CAMPUS-WIDE NON-NEGOTIABLES

ALL teachers must:

- Post and enforce classroom expectations for personal technology usage.
- Communicate expectations clearly to students and parents (posted classroom rules).
- Reflect on the effectiveness of their expectations frequently.
- Review the expectations with their classes regularly.
- **Strictly prohibit** phone/video calls in classrooms, including APP.
- Call administration for the removal of personal technology. (Students should be handling their devices at all times.)

ALL teachers will strictly prohibit cell phone use and require students to store their devices in the designated storage areas during:

- Any type of formal or informal assessment (evidence of learning)
- Individual or group presentations
- Direct teacher or peer instruction
- Whole class or group discussion time

ALL teachers will implement a campus-created cell phone policy as a foundational strategy to support student engagement and success.

Phone use is **strictly prohibited** in all restrooms and locker rooms.

CAMPUS NEGOTIABLES

Teachers WILL choose from the following approved storage locations/methods:

- Phone caddy or holder (will be provided)
- School-issued phone locker
- Backpack

Teachers MAY allow phone usage during:

- Technology-based Instructional activities that cannot be completed with a Chromebook (i.e. FlipHunt, photography, QR codes, etc.)
- Instructional Brain Breaks
- Informal Practice

Administrators MAY mandate a more structured cell phone policy if they observe:

- Recurrent student phone usage during campus-wide prohibited times.
- A large number of students opting out of learning.

ACCOUNTABILITY MEASURES

Students who choose not to meet our expectations for appropriate personal technology usage are subject to the following accountability measures:

- **1st Violation:** Verbal Warning. Communicate with the parent/guardian about the incident. Use PBIS and praise as much as possible to build a positive culture.
- **2nd Violation:** Device voluntarily surrendered for the class period to be returned at the end of the period.
- **3rd Violation:** The device is voluntarily surrendered to the main office for the remainder of the day. Parent/guardian is notified and device is held until the end of the school day and may be retrieved by the student.
- **4th Violation:** The device is voluntarily surrendered to the main office. Parent/guardian must pick up the device at the end of the school day.
- **5th Violation:** The device is voluntarily surrendered to the main office for the remainder of the day. Parents/guardian will be required to attend a meeting. Administrative teams will decide the next steps following the Canyons School District "Levels of Behavior" document. This could include a behavior contract and/or a loss of phone privileges at school.

If a student's personal technology rights have been revoked. They will be reinstated six weeks from the date of infraction.

The teacher should immediately contact an administrator if a student refuses to put their device away or surrender it for improper usage. If the situation has become a distraction, send the student to the AP's office, contact the office, and promptly document the incident in eSchool.

To support policy implementation, we ask parents/guardians to call the school's phone number to relay any time-sensitive/urgent messages to their child.