



Bright Horizon Academy

“Learning Today For A Brighter Future”

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Middle and High School Electronic Device Policy

In order to foster a focused and productive learning environment, as well as to address concerns related to distractions, cyberbullying, privacy, and academic integrity, Bright Horizon Academy will implement a cell phone and electronic device policy to maintain the teaching and learning environment for all our students. This document is intended to provide clarification regarding Bright Horizon Academy’s Middle and High School Electronic Device Policy. The policy reads as follows:

Middle School Policy and Procedures:

- Cell phones and any associated features, including cameras and other applications, are not allowed on campus.
- Apple Watches, AirPods, and other electronic devices are not allowed on school grounds. The unauthorized use of devices distracts the learning environment and should be kept at home. Possession of any of these unauthorized devices on school grounds will lead to disciplinary action. Please refer to the chart to view the school's infraction chart.

Middle School Students and Parental Permission:

- If a parent or guardian wishes for their middle school (6-8) child to have their electronic devices on campus, parents must fill out a written consent form in order for their child to do so.
 - Parents or guardians are **required** to fill out Bright Horizons' official cellphone permission form outlining the responsibilities and guidelines for cell phone usage on campus. Parents must sign and return this form before students are allowed to bring their cell phones on school grounds.
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High School Policy and Procedure:

All students in possession of a cell phone or an electronic device while under Bright Horizon care and supervision must comply with the following:

Designated Storage Locations:

- Upon entering the classroom premises, students must store their cell phones in their designated classroom cell phone pocket.
- Unless instructed otherwise by school staff, cell phones must be kept in the classroom pocket and out of sight during class times.
- To avoid interruptions in the classroom, cell phones should be placed in the phone pocket and switched off or set to silent mode.

Classroom Usage:

- Only when specifically instructed to do so and under a teacher's close supervision is cell phone use in class permitted for educational purposes.

Other Electronic Devices:

- Apple Watches, AirPods, and other electronic devices should not be used on school grounds. The unauthorized use of devices distracts the learning environment and should be kept at home. Repeated use of any of these unauthorized devices on school grounds will lead to disciplinary action.

Middle and High School Disciplinary Action Chart

<i>Tier</i>	<i>Level</i>	<i>Action</i>
1	1st Violation	Verbal warning and a call home
2	2nd Violation	Student receives a "concern," and parents must pick up the phone after school
3	3rd Violation	Confiscation of the prohibited item until the following Monday
4	4th Violation	Confiscation of the prohibited item for 14 school days, and the student receives a referral on the student's record.

*** Any student that violates this policy will receive the school consequences and those written above. It is essential to uphold these guidelines to balance individual technology use with our collective commitment to a productive and respectful environment.*
