Hillcrest 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 (classroom disclosure).
- Reflect on the effectiveness of their expectations frequently.
- Review the expectations with their classes regularly.
- Strictly prohibit phone/video calls in classrooms, including APP.

ALL teachers will strictly prohibit technology use during academic time.

- 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 the Hillcrest technology policy. 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)
- Brown bag for desk top use
- Backpack (students)

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 technology policy if they observe:

- Recurrent student phone usage during campus-wide prohibited times.
- Technology policy may change due to reoccurring issues.

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**: Technology voluntarily surrendered and placed in a brown paper bag for the remainder of class period.
- **3rd Violation:** The technology is voluntarily surrendered to the teacher. Technology will be taken to the attendance office for the remainder of the school day where students may collect it at the end of day.
- **4th Violation:** The technology is voluntarily surrendered to the teacher. Technology will be taken to the attendance office where parents/guardians can collect from their student's administrator.
- **5th Violation:** The technology is voluntarily surrendered to the teacher. Technology will be taken to the attendance office and an administrator will decide the next steps following the Canyons School District "Levels of Behavior" document. This could be a loss of technology privileges at school.

  ******* If caught with a 2nd device/technology it will count as an additional violation.**

If a student's personal technology rights have been revoked. The reinstatement timeline will be determined by their Hillcrest administrative team.

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 Dashboard.

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.