



## 03-115—Electronic Devices on Campus

### Students

Cell phones and other electronic devices (music players, video game devices, etc.) are allowed on campus only if they are kept off and out of sight. Parents and students are encouraged to communicate during non-school hours to confirm personal plans and/or arrangements and advise the school in writing when necessary. Urgent calls home are evaluated on an individual basis as to necessity. If there is a need to use a cell phone while on campus, students may go to the front office to request permission to make a call. If students choose to violate this policy, the follow consequences will ensue:

Violation 1: Device is confiscated and will not be returned until the end of the day.

Violation 2: Device will be confiscated, will be stored at the front office and will have to be picked up by the parent at the end of the week.

Violation 3: Device will be confiscated and will be returned at the end of the term with a student/parent/administrator agreement in place.

### Employees

With the exception of necessary medical devices, Pacific Heritage Academy employees may not use personal electronic devices that interfere with their ability to perform essential job functions, including personal iPods or other audio (MP3) players. Employees who do not have a business need to interact with others may be allowed to use personal electronic devices with the approval of the Executive Director.

Telephones are provided to enable Pacific Heritage Academy employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and except for emergencies, be made outside of school hours. Personal toll (long-distance) calls shall not be made at the School's expense. Employees may not talk on their cell phones during work hours except in extreme emergencies.