**Personal Wireless Communication Devices Policy**

Pursuant to Indiana State law, The King’s Academy has adopted the following policy prohibiting the use of personal wireless communication devices (WCD) in its buildings during instructional time. Per Indiana statute, instructional time begins at 7:45 a.m. and ends at 3:00 p.m.

For the purpose of this policy, WCD shall mean any wireless device capable of allowing voice/messaging/data communication between two or more persons, including, but not limited to, cellular telephones, smartwatches, earbuds, AirPods, headphones, tablets, laptop computers, and gaming devices. WCDs must be turned off and stored in the student’s backpack or locker.

Exceptions to the prohibited use of WCDs by students during instructional time include:

1. when given permission from a teacher for educational purposes;
2. when given permission from office staff to communicate with family members;
3. in the event of an emergency;
4. to manage the student’s health care; and
5. as included in a student’s Choice School Education Plan (CSEP) or 504 Plan.

Special circumstances potentially justifying use of WCDs during instructional time must be communicated by a parent or guardian directly to the Headmaster prior to the student arriving at school. Exceptions to this policy will be considered on a case-by-case basis.

WCDs may not be used at any time in any situation where a reasonable expectation of personal privacy exists including, but not limited to, places such as locker rooms, bathrooms, and any other area where students or others may change clothes.

Any TKA employee who observes an unauthorized or unacceptable use of a WCD shall direct the student to take the WCD to the office where it will remain until the end of the day. At the end of the day, the device will be released to the student, unless otherwise noted. A discipline log shall be created. Unauthorized use of WCDs or violations of the acceptable use policy will result in the following disciplinary actions:

**First violation:** The student’s parent/guardian shall be notified of the violation.

**Second violation:** TKA will maintain possession of the phone until it is retrieved by a parent/guardian. The student shall be prohibited from possessing a WCD on TKA premises/property for ten school days. An individual plan shall be created during a meeting of the student, the student’s parent(s)/guardian(s), the Headmaster or his/her designee with the goal of preventing future violations of this policy.

For purposes of these rules, a student is “in possession” of a WCD when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, is in a place under their exclusive control, or the student is aware the item is in a place where the student has access such as a locker.

**Third Violation:**  The student shall be suspended from TKA for a length of time to be determined by the Headmaster.

**Fourth Violation:** The student shall be expelled from TKA.

*Any student who declines to surrender a WCD or to take the WCD to the office upon request to do so by any TKA employee shall be immediately subject to suspension.*

In the event of an emergency, parents/guardians should contact the school office.

**Students bringing WCDs onto TKA premises/property are personally responsible for the care and security of the device(s). Students shall have no expectation of confidentiality with respect to the WCDs on school premises/property. TKA and its employees assume no responsibility for theft, loss, damage, misuse, or unauthorized use of a student’s WCDs brought onto TKA premises/property.**