



GUAHAN ACADEMY CHARTER SCHOOL

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Jiana M. Sanchez
Principal

Ann Margaret Santiago
Chief Executive Officer

Maria B. Singh
Assistant Principal

STANDARD OPERATING PROCEDURE FOR GUAHAN ACADEMY CHARTER SCHOOL: STUDENT CELL PHONE USAGE¹

- SUBJECT:** GACS STUDENT CELL PHONE USAGE
- EFFECTIVE DATE:** Upon the signature of the Chief Executive Officer, Principal, & Assistant Principal
- INQUIRIES:** Administration
- REFERENCES:** (A), 17 GCA 3112.1 (K), 9 GCA 28.100 & 28.101, New Jersey v. T.L.O
- APPLICABILITY:** ALL STUDENTS OF GUAHAN ACADEMY CHARTER SCHOOL

PURPOSE:

The faculty, staff, and administration of GACS note the following regarding cell phones:

1. Cell phones do have educational value. However, classroom observations have revealed that very few students are using their phones to access the curriculum or for educational purposes
2. The immediacy that cell phones offer do not allow for proper communication between the school and home. This has created misinformation and miscommunication between the school and the home
3. Cell phones have been used to cheat on tests, quizzes, exams, assignments, and even on essays
4. Cell phones have been used to film others (without their consent or knowledge)
5. Cell phones via instant messaging, warn other students about ongoing searches which may prolong the seizure of harmful or unsafe items/products
6. Cell phones have been used as a to create fake social media accounts that target students and create an unsafe environment for learning
7. Cell phones have become more of a distraction than an educational tool as reported by the teachers, school aides, substitutes, and teaching assistants

In response to concerns by faculty and staff; observations by administrator and curriculum and self-study coordinators; as well as through matters related to discipline referrals and student reporting, a cell phone policy will be implemented to ensure that cell phones are used (1) for educational purposes only, (2) safely and appropriately, (3) within the rules, regulations, and laws that govern GACS and Guam, and (4) in such a manner that at no time will the use of cell phones interrupt instructional time and/or school safety operations.

DEFINITIONS:

A cell phone is defined as a phone with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network; performs many of the functions of a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded applications². Words such as cell phone, mobile phone, device, smartphone may be used interchangeably.

PROCEDURES:

1. The sole purpose of students having the privilege to have a cell phone on campus is to ensure that a form of communication is available between student and parent during non-instructional hours (This refers specifically to the morning time prior to homeroom (7:45 AM) and after school (2:15 PM) only).

¹ SOP # 1200-003-(REVISED)

² Dictionary.com

VISION STATEMENT

GACS Students will become respectful, responsible and resourceful.

MISSION STATEMENT

At Guahan Academy Charter School, our mission is to empower our students with proven educational practices and social support to be productive citizens in the community.

2. No later than 60 days after adoption of this SOP, the school shall communicate this SOP to stakeholders via the GACS Student-Parent Handbook, the website, and/or and a written memorandum
3. Students will be directly informed of the policy via a memorandum and/or an informational assembly
4. Once students have been informed in the manner noted above, that notice provided will be considered the warning and no further notice will be given before disciplinary actions are taken when students access their cellphones during the school day
5. Cell phones are **NOT** allowed to be turned on or visible during instructional time (between the hours of 7:45 AM and 2:15 PM). There are two instances in which phones may be used by students during instructional time:
 - a. It is used for academic purposes that cannot be met with the school's existing devices (this is entirely at the discretion of the teacher, substitute teacher, and/or teacher's assistant who is currently assigned to the class)
 - b. For students with specific needs that require such devices as prescribed in their Individualized Education Program (IEP), 504 plan, or Individualized Health Plan (IHP)

Otherwise, cell phones must be turned off during instructional time and may not be in use during passing time, break, lunch, in the hallways, in the restrooms, locker rooms, etc. for any reason
6. The administration may offer conditional usage (e.g. cell phone usage during breaks and lunch if students are not seen using cell phones during instructional time) of cell phones. These conditions must be communicated by the administration to students & parents via written communication and/or an official announcement. The administration may rescind the conditional usage anytime the conditions are violated and must also communicate this in the same or similar manner mentioned above
7. Students may use cell phones to report violence, crimes, or threats to safety
8. Cell phones are to be turned off during any school level crisis, drill, or disaster, if directed by the school personnel or is not part of the school emergency and safety protocols and procedures
9. Cell phones shall not be used to take pictures of students and/or school personnel or uploaded/posted to internet sites, applications, or social media unless authorized by a school administrator, advisor/teacher, and/or parent/guardian as applicable and appropriate
10. Students and parents shall sign an ACKNOWLEDGMENT OF THE GACS CELL PHONE USAGE SOP to authorize the student to possess and use a cell phone on campus

CONSEQUENCES OF VIOLATIONS:

Students are encouraged to use technology in a respectful and responsible manner. School administrators will ensure that students are treated in a fair and equitable manner when issuing consequences for misusing technology and violating the procedures aforementioned. Please note the following:

1. The school level procedures for when students disobey the procedures, rules, and regulations that govern student cell phone use are guided by the Guam Code Annotated and related regulations relevant to cell phone usage in the educational setting³
2. These procedures, developed by the administration, shall be published annually in the Student-Parent Handbook⁴
3. Under no circumstances will GACS be responsible for student cell phones that are lost, damaged, and/or destroyed.
4. The administration, faculty, and staff shall monitor and enforce the appropriate student cell phone use on campus consistent with these procedures

First Violation: Students will receive a referral for Technology Violation-Level 1 Offense and the phone will be confiscated. Confiscated phones are to be submitted to an administrator immediately with a referral that notates the student's name and grade level. The administrator will be responsible for: 1) Correctly identify the student/owner, 2)the location of where the phone was confiscated and by whom, 3)document contact with the student's parent regarding the confiscation of the phone to include the date and time, and 4) securing the cell phone till released to the student. Students will be able to pick up their cell phones after the instructional day (after 2:15pm). Confiscated cell phones may not be retrieved earlier than 2:15 PM unless the student is being picked up early.

³ Guam Board of Education Policy 379, 405, 406, 407, 409, 473, 901.200 (A)

⁴ Addendums may be added accordingly and appropriately

Second Violation: For the second violation, cell phones will be confiscated again⁵ and submitted to the administration with the details regarding the owner, location of confiscation, and who confiscated the item. Cell phones will be released to parents/guardians at a mandatory conference upon pick up of the cell phone.

Third Violation: Will result in a Defiance/Disrespect/Insubordination-Level 2 Offense. The confiscation will occur as outlined above and parents will be required to pick up the phone during a mandatory parent meeting. The student will no longer be able to bring their phone to school for the remainder of the school year.

Subsequent violations will result in suspension(s).

NOTE: There is zero tolerance for students refusing to turn over their devices to school personnel who have been trained to label and submit cell phones to administration for safe keeping. Refusal to submit cell phones will result in a mandatory parent meeting, suspension and banning from bringing/using such devices on campus and school affiliated activities for the school year.

The following violations (categorized as Level 2 & Level 3 discipline referrals on the GACS Office Discipline Referral form) are specific to when they involve the use of cellphones:

Academic Dishonesty (Level 2 Offense): is any fraudulent use of materials, information, graphics, electronics, etc. for the purpose to gain an academic grade or credit. Cell phone texting or messaging is prohibited and may not be used at any time to engage or facilitate any academic dishonesty.

Sexting (Level 3 Offense): "A minor is guilty of illegal Use of Computer Telecommunications Device Involving a minor, otherwise known as Sexting, if the minor, by use of a computer or any telecommunication device, reckless or knowingly creates, receives, exchanges, sends, disseminated, transmits or possess a photograph, video, depiction or other material that shows him or herself, or of another minor, in a state of nudity⁶".

Cyber Bullying (Level 3 Offense): 17 GCA 3112.1 (k) states, "[...]harassment, intimidation, or bullying" and "cyber bullying" are criminal in nature and any of these actions can constitute a criminal offense that is chargeable under Guam law."

Furthermore, if school administrations has reasonable suspicion that a student has violated school rules or Guam Laws, an administrator may search a student's phone using the guidance below relative to ensuring the search is justified in its inception and is permissible in its scope:

New Jersey v. T.L.O is the U.S. Supreme Court standard for the search of student property. The case provides that the search of students should be reasonable (justified in its inception and permissible in its scope). A search is:

Justified in its inception when there are reasonable grounds for suspecting that a search will lead to evidence that a student has violated or is violating the law or the rules or the rules of the school, or is in imminent danger of injury of the student or other persons on school grounds.

Permissible in its scope when if the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Phones are available for students to use at the Student Support Office, Administration Office, Business Office, and in each classroom with appropriate passes/permissions.

APPEALS

Parents or guardians appealing any disciplinary action relating to the use of cell phones may do so based on the "Parental Grievance" section of the SY 22-23 PARENT - STUDENT HANDBOOK (pg. 6).

INTERNAL CONTROLS

The Administration will monitor compliance with this SOP.

TRAINING

The administration will conduct annual training as needed.

⁵ Subsequent confiscations will occur in the same manner as the first

⁶ 9 GCA §28.100

PENALTY

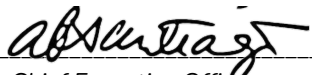
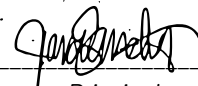
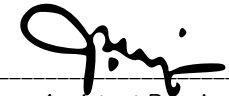
Personnel in violation of the policies and procedures established in the SOP may be disciplined pursuant to the GACS First Amended Employee Handbook SY 2017-2018.

EFFECTIVE DATE

Upon the signature of the Chief Executive Officer (CEO), Principal, & Assistant Principal.

CHANGE(S)

Suggestions for change(s) to this SOP should be submitted in writing to the CEO.

 ----- Chief Executive Officer Ann M. Santiago	 ----- Principal Jiana M. Sanchez	 ----- Assistant Principal Maria B. Singh
----- 10/21/22 Date	----- 10/21/22 Date	----- 10/21/22 Date

Before Signing: Please review the STANDARD OPERATING PROCEDURE FOR GUAHAN ACADEMY CHARTER SCHOOL: STUDENT CELL PHONE USAGE. This is regarding your child(ren) bringing their personal cell phones to school. In order to bring a cell phone to school, this form must be completed to ensure that owners of cell phones brought to school are responsible for their own devices and should not lend them to other students. Please submit this document to your child's homeroom teacher by Monday, October 31, 2022. If forms are not returned, students may not be allowed to have their cell phones on campus. Not signing this form will act as an agreement to the SOPs and statements below.

ACKNOWLEDGMENT OF THE GACS CELL PHONE USAGE SOP

I understand and acknowledge that this agreement will be valid while my child is enrolled at Guahan Academy Charter School. If there should be a change, I will notify the GACS Main Office in writing.

I, _____ parent/guardian of _____ have read and understand the terms above regarding cell phone use on campus. My child and I agree that use of a cell phone on campus requires responsibility and compliance to the information stated above and to release from liability school officials for confiscated phones after documented attempts were made to ensure phones were retrieved by the owner/owners. We understand the consequences of failure to comply with the SOP.

Acknowledged By: 
10/21/22

Please complete the following regarding the cell phone to be brought to school:

Brand and Model:
Serial Number:
Cell Phone Number:

Parent Signature

Date

Student Signature

Date