

Digital Device Policy: “Away for the Day”

Digital Device Definition:

A digital device is any handheld device (cell phone, iPod, iWatch, gaming device, etc.) that has internet access, texting, music or gaming capabilities. It does not include personal laptops, Ipads, and tablets brought to school for educational purposes.

Procedure

- Digital devices are not to be used or visible outside the classroom at any time during the school day.
- All digital devices must be placed in student backpacks or a teacher designated area of the classroom upon entering the building.
- Each teacher will direct digital device expectations within the classroom.
- At the end of the school day students are free to use their devices within the school.

Messages to and from Students

- Urgent messages from parents/guardians must be called into the main office. School office personnel will forward these messages to students.
- Ensure that after-school plans and early-dismissal pick-ups are well communicated to your child before the school day.
- With teacher permission, students who need to contact a parent during the day can do so from the student phone in the front entry.
- At the end of the school day students are able to check for messages from their parents and to contact parents on their devices.

Music and Headphones

- This policy applies to headphones and digital devices used for playing music.
- Students who have music as an accommodation *specifically identified* in their Individual Program Plans will be exempted from this expectation - for the playing of music only. These students will keep their devices on airplane mode to negate incoming texts, emails and notifications.

Theft and Responsibility

- The school does not take any responsibility for the theft of any digital devices brought to the school.

Special Situations

- There may be certain learning situations where the use of digital devices is deemed appropriate by staff. During these instances, the use of the device will be under direct teacher supervision.
- Students who need to use the device throughout the school and therefore are not under direct teacher supervision (ie. digital photography, filming) will be given a special lanyard for identification.

Digital No Use Zones

- At no time are digital devices to be used in washrooms or change rooms - on site or when on field trips.

Consequences for Inappropriate Use:

First Offence

The digital device will be sent to the main office where it will be logged and securely held until the end of the school day. The student is allowed to pick up the device at the end of the school day (not at lunch).

Second Offence

The digital device will be sent to the main office where it will be logged and securely held until the end of the school day. The student and/or administration will call a parent before releasing the device to the student at the end of the school day.

Third Offence

The digital device will be sent to the main office where it will be logged and securely held until the end of the school day. A parent will be required to pick up the device from administration.

Further Offences Further offence will result in increasing disciplinary action due to defiance with regards to Coalhurst Elementary School procedures.