



### **Use of Personal Digital Devices in Schools**

All schools in our district follow [AP 345: Student use of Personal Digital Devices in Schools](#). Personal Digital Devices can include: phones, headphones, smartwatches, AirPods, tablets, etc.

Of note for families and students:

1. Without the permission of the school administrator / teacher, personal digital devices are not to be operated during regularly scheduled hours of instruction or during any school-sponsored activity, such as an assembly or talk by a guest speaker.
2. Personal digital devices are to be placed in silent mode during instructional time and school sponsored activities.
3. Personal digital devices are not taken into test or examination settings unless students have been given permission to do so by the teacher administering the test or exam.
4. Personal digital devices are not to be used in settings such as change rooms, washrooms, or private counselling rooms that have the potential to violate a person's reasonable expectation of privacy.
5. Use of personal digital devices during non-instructional periods (breaks and lunch) and while being transported on a school bus, should be restricted to the access of information related to school or home communication.

Students who do not follow the expectations above can expect some or all the following:

1. Request to place device in a secure place where it will not be a distraction
2. Conversation/reminder about importance of following code of conduct
3. School Administration notified, incident documented, and parents / guardians informed.
4. Student asked to leave phone with school official until end of day/ or arranged time
5. Repeated offences may result in an escalation of consequences

It is highly encouraged that personal digital devices are kept at home. If students do choose to bring their personal digital devices to school, they should be kept in their backpack or in their student locker.

**The security and storage of personal digital devices are the sole responsibility of the owner/user. The School / District assumes no responsibility for the safety, security, loss, repair or replacement of personal digital devices.**

A handwritten signature in black ink, appearing to read 'A. Macphail', written over a horizontal line.

Andrew Macphail

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