



Away for the Day Policy 2022-2023

Digital Device Definition

- A “digital device” is any handheld device (smartphone, 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. These learning tools are covered by our digital citizenship policy.
- Social media policies at Instagram, Snapchat, TikTok, Facebook, and various others have age restrictions. Some of our students do not meet these age requirements and parents/guardians should be aware of the applications that students have on their devices.

Away for the Day

- Digital devices are not to be used or visible at any time during the school day.
- All digital devices must be placed in the student locker or classroom cubby immediately upon entering the building.
- At the end of the school day (2:50 M-R, 11:40 F) students are free to use their devices upon exiting the school.
- Although the practice is not encouraged, Grade 7-9 students who leave the school grounds at lunch may keep their devices with them for safety purposes while off school property. Devices must be put away once on school property and immediately placed in the student locker upon entering the building.

Messages to and from Students

- Urgent messages from parents should be called in to the main office instead of texting your student. School office personnel will forward these to our students.
- We encourage all parents to ensure that after-school plans and early-dismissal pick-ups are well communicated to your child before the school day.
- Students who need to contact a parent during the day can do so from any phone in the school with teacher permission.
- At the end of the school day (2:50 M-R, 11:40 F) students are free to check for messages from their parents and to contact parents on their devices when outside

Theft and Responsibility

- The school does not take 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. In this case, the use of the device will be under direct teacher supervision. Teachers will make time to supervise students accessing and returning devices from/to their lockers.
- Students who may need to use the device throughout the school and therefore are not under direct teacher supervision (e.g. for digital photography, filming) will be given a special lanyard for identification.

Digital No Use Zones

- At absolutely no time (including after school hours) are digital devices to be used in the washroom or change room areas.

Progressive Supports for Policy Violations

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

- Any further offence will be considered through the lens of progressive student discipline to determine what disciplinary action is appropriate to address the offence using CBE and school policies, rules and regulations.