



Dear Parent/Guardian,

**Sir Wilfrid Laurier Responsible/Respectable Use of Technology including
Personal Electronic Devices (PED)**

The use of technology is an integral part of learning at all CBE schools, as required by the Information and Communication Technology (ICT) Program of Studies.

Electronic networkable devices and network access require teacher permission and supervision. All students are eligible to receive a CBE email account. By utilizing the school's computers and/or network, the following agreement is accepted:

The privilege to use devices and or networks is dependent on the level of responsibility shown by individual students. It is our intent to have all students access these tools for learning on an ongoing basis. Specifically, students are encouraged to use technology to:

- Access, critically assess and communicate information and understanding
- Seek alternative viewpoints
- Collaborate during inquiry
- Construct personal knowledge and meaning
- Demonstrate understanding
- Organize and manipulate data
- Interact with others

We recognize that cell phones are important to students and that parents often make use of them to communicate with their child. However, irresponsible use of cell phones can cause disruptions during instructional time and cameras in phones, have the potential to invade the privacy of students and staff. As such, we have attempted to develop a policy which takes this into consideration:

Personal Electronic (Digital) Device (PED) Definition:

For this policy a "personal electronic device" is any handheld device (smartphone, iPod, smartwatch, gaming device, etc.) that has internet access, texting, music or gaming capabilities.

- **Personal electronic devices are not to be used for personal communication or entertainment** (phone, text, internet, photos, and videos, gaming) during the school day - regardless of the location (library, classroom, computer lab, washrooms, locker rooms, etc.).
- Personal electronic devices are not permitted in the classrooms during instructional time, unless the supervising teacher gives direct permission. All electronic devices should be locked in lockers during this time, and **NOT** in purses, back packs, bags, pockets etc. ***Lockers are shared with a partner and devices are brought to school at students' own risk.***
- PEDs are never to be used by students during emergencies/lockdowns, drills, tests and quizzes.
- Students can use devices **OUTSIDE OF THE SCHOOL BUILDING** prior to classes in the morning, at lunch break and after school. They cannot be used during lunchtime inside the building, nor on "indoor days" due to poor weather.

- Students with medical and/or documented accommodations on an IPP will be permitted to use personal electronic devices in class.
- As field trips and off-site opportunities vary greatly, personal electronic devices decisions will be made based on the context of the activity.

The following activities are inappropriate for students:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Intentionally damaging computer equipment or the network
- Violating copyright laws
- Trespassing or using other people's folders, work or files
- Allowing others to use their account
- Intentionally destroying other people's work
- Employing the CBE network for commercial purposes
- Using electronic media for plagiarizing
- Storing and using information for cheating
- Intentionally wasting system technology on non-teacher-approved activities

such as :

- Playing games
- Participation in non-teacher-directed chat
- Downloading software or restricted files (i.e. Exe, Zip, mp3)
- Installing software on any school computer
- Excessive or inappropriate printing

Prohibited sites include:

- Vulgar or lewd depiction of the human body
- Any content publicly labelled for adults
- Violent acts
- Online gambling
- Sites that encourage the use of illicit or illegal drugs, tobacco or alcohol
- Sites advocating violence or hatred against an identifiable group (i.e. race, religion, gender, age, colour, sexual orientation, etc.)
- Sites promoting criminal activity

Digital Citizenship is a collective responsibility for all stakeholders, we thank you in advance for your support to ensure our students feel safe, cared for and welcomed at Sir Wilfrid Laurier both in person and online.

If you have any questions about Technology use at SWL please call the office and ask to speak with an administrator.

Sincerely,

Andrea Petroni
Principal, Sir Wilfrid Laurier School