



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

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, due to camera and video phones, have the potential to invade the privacy of students and staff. Research has shown cellphones result in students being distracted 20% of the school day. This is equivalent to a student missing 36 days of school a year. As such, we have attempted to develop a policy which takes this into consideration:

Personal Electronic (Digital) Device Definition:

For this policy a “personal electronic device” is any handheld device (smartphone, iPod, iWatch, 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.
- When specific learning situations support personal electronic devices use and teacher permission is given, students must remain in the classroom and if appropriate will be given access to the school's wireless.
- PEDs are never to be used by students during emergencies/lockdowns, drills, tests and quizzes. They are always powered off and in lockers. Students who possess PEDs during assessments will receive a grade of zero (0). Please note that PEDs are not permitted to be used as calculators.
- Students using school personal electronic devices for learning outside of the classroom will be given specific identification that must be worn.
- 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.
- Only students with a documented IPP accommodation will be permitted to use personal electronic devices in class. (Music, text to speech, word processing, etc). Students with accommodations misusing personal digital devices will lose the opportunity to have them 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.

Students who do not follow our personal device guidelines and repeatedly use their device in inappropriate manners or at inappropriate times may find themselves in these escalating levels of discipline:

- Student will hand in phone at the office for duration of the day in accordance with the School Act. The school assumes no risk for loss or damage to the PED
- Student sent to the office for administration intervention.

- Contact with parents/guardians by administration.
- Repeated offences will be seen as defiance and dealt with accordingly.

Should parents/guardians need to contact their child in emergent situations they can, as always, contact the office and leave a message. Alternatively, parents & guardians can wait for their child to respond to electronic messages at lunch break, or at 3:10 pm, when they have access to their devices outside the school. Students have access to school telephones if they need to contact a parent during school hours.

