

Digital Device Procedures: “Away for the Day”

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.

Away for the Day:

Digital devices are not to be used or visible at any time during the school day. This includes recesses.

All digital devices must be placed in student backpacks or in a teacher-approved classroom storage immediately upon entering the building.

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 should be called into the main office. 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 the student phone in the front entry with teacher permission.

Music and Headphones: These procedures apply to headphones and digital devices used for playing music. Students who have music as an accommodation specifically identified in their Individualized Program Plan will be exempt from this rule for the playing of music only. These students will keep their device on airplane mode to negate incoming texts, emails and notifications.

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. 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) may be given teacher permission to use their devices.

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.

How will teachers handle inappropriate use?

Teachers may choose to work through the following sequence of responses:

1. The digital device must be stored away in the designated classroom location or a backpack. Teachers will remind students and parents of this offense.
2. The digital device must be stored away in the designated classroom location or a backpack. Teachers will remind students and parents of this second offense and the student will be asked to keep their device at home.
3. The digital device must be stored away in the designated classroom location or a backpack. Teachers will report the offense to school administration and the matter will be discussed between the student, the parents, and the administration.
4. Should there be further offenses involving digital devices the result may include increasing disciplinary action due to defiance with regards to Coalhurst Elementary School procedures.

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