**School Policies & Procedures: 20/10/10 Robert Service School**

**Policy 20-03: Personal Electronic Devices in Robert Service School**

**Background and Rationale**:

Along with the increased use of personal electronic devices such as I-pads, cell phones blue-tooth speakers, and laptops for school-learning purposes, there has been increased concern about the adverse effect of these devices on student learning environments and, potentially, student safety. Because the school encourages students and staff to demonstrate responsible and considerate conduct in all matters, through consultation and consensus we apply this to e-devices.

**Policy:**

1. As staff and students we recognize the inherent merit of e-devices. Personal electronic devices have educational value in the classroom when used appropriately. The ability to access certain applications (for example, dictionaries, spell-check, e-readers, computer-based simulations, e-books, calculators) fosters learning and may help meet the needs of diverse students, especially those of ELL background, disabled, or those on IEP or SLP adaptations.
2. At Robert Service School, electronic devices are allowed in classrooms, but only for supporting instructional or learning purposes. Any use of a device that is deemed to distract from a students’ learning or other students’ learning is not allowed. Staff, similarly, are to minimize e-device use, and model practice consistent with the e-device use policy; thus, this policy applies to both students and staff.
3. We recognize that there needs to be education on how to use personal electronic devices to develop responsible digital citizens. If a class is allowed to use e-devices for learning purposes, parameters for their use is encouraged. This may involve providing education on cyber safety, which is regarded as a continuous component of our digital citizenship education, which may include bringing in outside speakers.
4. As is current practice, in some grade levels (Grades K-7) there is no requirement for e-devices, and they will be required to remain in a student’s locker during the day, with the student only accessing these at recess or lunchtime. In Grades 8-12 e-devices are more commonly used for instructional purposes. In some Grades 8-12 classes e-devices may be collected by the teacher at the start of class and returned at the end of the class. If the class makes regular use of e-devices, students will be informed of the protocols for their allowed use. Teachers will negotiate with students protocols for sanctioned use where personal electronic devices are allowed in their classrooms; for example, listening to music during independent learning time. Typically, e-devices are not to be accessed during instructional time, especially during direct teaching or discussions. If used inappropriately (playing games, access non-instructional websites, taking photos unrelated to school activities, texting, phone calls, etc.), the student will be asked to put the device away. If the misuse repeats, the device will be taken away until the end of class. A reoccurrence may result in the device being confiscated and returned to the student’s parent/guardian via the school office. A Yellow Incident Form will be filed for breach of this expectation.
5. If the student does not comply with a request to put the device away or surrender the device, the student will be asked to leave class for non-compliance. Where non-compliance occurs, administration will be notified and will, as available, immediately contact parents or caregivers to alert them of the situation. In such cases of non-compliance parents will be informed of the non-compliance and administration will request for the device to be kept at home. If the issue persists, a student can be refused re-entry until a course of expected action for e-device use is discussed and agreed upon with student, teacher and parents. Refusal and ongoing non-compliance to put the device away or surrender the device will be documented through a Red Incident Form.
6. Personal electronic devices will be allowed to be used during non-class time. They will be permitted during breaks, and before and after school, as long as students are demonstrating appropriate, responsible behaviour. At these times, they can be used for e-activities such as playing games, texting, and making phone call. If the student misuses the device for matters such as listening to and broadcasting offensive music or taking non-sanctioned images of another student, the student will be asked to put it away or the device will be taken away until the end of the school day, and returned to the student or student’s parent/guardian via the school office and a Yellow Incident Form will be filed for infringement.
7. In recognition of the possible elevated misuse of e-devices in classrooms or the school or on school-related activities, any abusive or aggressive use of e-devices that causes potential harm, such as cyber-bullying, will be dealt with by registering this as a Red Incident, which requires parental contact, dialogue, and consequential action. Re-entry to the classroom and class may require restorative action and possibly counselling support.