

March 6, 2019

Re: LDPS Tech Policy – Use of Personal Electronic Devices at School

Dear families,

Personal devices are a reality in today's learning environments. KPRDSB has provided students with rich technology experiences to enhance their learning. Bringing a personal device should be a choice made by the parent, student, and educator to supplement what is already available to them. When working with technology, there must be high expectations and guidance around their usage in a school environment.

We understand that families want to stay in touch with their children throughout the day. **Please note that your child will not have access to their personal device to make phone calls or respond to text messages during instructional time.** If there is an emergency, families are asked to call the office directly and the student will be paged. If a child needs to get ahold of you, they will have two options – first option will be to come to the office and call OR they may ask their teacher to make a call. The call will be done in the classroom, under the supervision of a staff member.

LDPS specific K-8 expectations

- ✓ While in the building, *personal devices* are locked in the locker, kept in a pocket, or placed on a desk top.
- ✓ *Personal devices* are set to silent mode.
- ✓ Students will use *personal devices* only when directed by the educators (teachers, ECE, admin., EA, CYW)
- ✓ *Personal devices* are used for educational purposes only. (see KPRDSB Policy Document)
- ✓ *Personal devices* and SEA approved devices are put away during **LUNCH** and **RECESS**. This includes **OUTDOORS** and **HALLWAYS**.
- ✓ Personal calls are made from the office OR students may ask permission of an educator to make a call.
- ✓ Calls from a personal device are made in the classroom only under the direct supervision of an educator.
- ✓ Educators are asked to self-monitor this expectation by using *personal devices* on their own time (i.e., planning time, lunch, breaks) and not when supervising students.

Progressive Discipline:

- **First Offence:** Educator takes device and holds on to it or sends to office. The student can get it back at the end of the day.
- **Second Offence:** Educator takes device away and sends to office. The family must call to release the phone back to the student.
- **Third Offence:** Educator will take device and send to the office. The family will need to physically come in and pick up the phone and it will be banned from the school for a set amount of time OR permanently (depending on the incident).