



## Cell Phone Use

### **Introduction**

Park West School Division is implementing this cell phone use procedure in alignment with provincial guidelines to restrict personal electronic device use during instructional time and the school day. This procedure aims to create a focused learning environment while recognizing the importance of developing digital citizenship skills in students.

### **Guiding Principles**

#### ***Safe and Respectful Use:***

Students and staff are expected to use cell phones in a safe and respectful manner, adhering to school policies and guidelines at all times.

#### ***Minimizing Classroom Distractions:***

Measures will be implemented to minimize disruptions to instructional time caused by cell phones.

#### ***Compliance with Provincial Guidelines:***

This procedure is established in accordance with the provincial requirement for school divisions to create use of technology policies tailored to local needs while adhering to provincial guidelines.

### **General Guidelines**

#### ***Kindergarten to Grade 8:***

- Cell phone use is not permitted during all school hours, including lunch and breaks.
- Devices must be turned off and stored out of sight during the entire school day.

#### ***Grades 9 to 12:***

- Students are permitted to have cell phones on their person, in their locker, or gym bag.
- Cell phone use is prohibited during instructional times.
- Students may use cell phones during breaks and lunch periods.
- Cell phones may be used for educational purposes when explicitly directed by classroom teachers.

#### ***School Staff:***

- Staff members are expected to model responsible cell phone use.
- Personal cell phone use should be limited to non-instructional times unless required for emergency or educational purposes.



### **Additional Considerations**

***Personal Responsibility:***

Students and staff are responsible for the appropriate use and care of their cell phones while on school property or participating in school-related activities.

***Designated Use Times:***

The restrictions on cell phones is extended to all areas of the school including classrooms, hallways, bathrooms, and changerooms.

***Silent or Vibrate Mode:***

Cell phones should be set to silent or vibrate mode during instructional time to minimize disruptions.

***Other Electronic Devices:***

Devices such as tablets and smart watches are permitted but may not be used for unauthorized communication or internet access during instructional periods.

### **Accommodations for Cell Phone Use**

***Accessibility Needs:***

The use of digital devices may be used to support students with disabilities or diverse abilities as outlined in students' support plans. This includes the use of assistive technology on personal digital devices at school to support student accessibility, communication, and autonomy.

***Medical and Health Needs:***

The use of personal digital devices may be used to support medical necessities, such as monitoring blood glucose levels for a student with diabetes.

***Emergency Situations:***

In the event of an emergency, students and staff may use their cell phones to communicate with families, emergency services, or divisional administration, as necessary.

***School Buses:***

Personal use of cell phones is permitted on school buses. Given that many students experience long bus rides, allowing access to their phones may help reduce incidents on the bus by providing a means of entertainment or communication.



## **Procedures for Implementation**

### ***Communication:***

This procedure will be communicated to students, staff, parents, and the wider school community through appropriate channels.

### ***Enforcement:***

School administrators and staff will enforce the cell phone use procedure consistently and fairly. Consequences for violations may include:

- a) Verbal warnings
- b) Confiscation of the device for the remainder of the day
- c) Parent/guardian notification and requirement for parent/guardian pick up of device.
- d) Detention or loss of privileges
- e) In-school suspension for repeat offenses
- f) Other measures as deemed appropriate by school administration

### ***Review and Revision:***

This cell phone use procedure will be reviewed annually to ensure its effectiveness and compliance with provincial guidelines.

### ***Training and Education:***

Schools will provide training on responsible cell phone use and digital citizenship, including strategies for managing distractions.

This administrative procedure takes effect on September 1, 2024, and supersedes any previous cell phone use policies within the Park West School Division.