

ELECTRONICS AND CELL PHONES

Background

As per Ministerial Order 014/2024, High Prairie School Division (HPSD) is tasked with creating a focused and conducive learning environment for all students. We understand that cell phones are a tool in our society, but minimising distractions and promoting engagement are crucial for academic success. To ensure this, we have established the following policy regarding electronic device and cell phone usage during school hours:

Procedures

1. Cell Phone and Electronic Device Usage

- 1.1. Students are allowed to carry cell phones to school, but they must be turned to silent and stored out of sight during instructional time. Further, cell phone usage is permitted during lunch hour, before and after school. Schools must adhere to these stipulations, as a minimum. Further enhancements and/or additions to this administrative procedure will be at the discretion of school administration.
- 1.2. Cell phones and electronic devices may not be used during instructional time unless explicit permission is given by the teacher or administration.
- 1.3. Students must respect others' privacy and obtain permission before filming, recording, or taking pictures.

2. Responsibility and Liability

- 2.1. Students are responsible for the security and safety of their cell phones and electronic devices. High Prairie School Division is not liable for any lost, damaged, or stolen phones or devices.
- 2.2. Students should exercise good judgement and adhere to ethical standards when using their cell phones or electronic devices, both in and out of school.

3. Digital Citizenship:

- 3.1. As a community, we value digital citizenship and expect students to use their cell phones and electronic devices in a responsible and respectful manner as per Administrative Procedure 140 – Use of Information Technology.
- 3.2. Students should avoid distractions and maintain online safety at all times.
- 3.3. At the beginning of each school year, the principal will communicate and reinforce this policy to all students and families.
- 3.4. Parents have a responsibility to monitor their child's online activity outside of school hours to help alleviate or mitigate any online bullying issues.

4. Consequences for Cell Phone or Electronic Device Misuse:

- 4.1. First Offence
 - 4.1.1. Verbal warning by the teacher to remind the student of the policy and expected behaviour. The cell phone is to be immediately stored away.
- 4.2. Second Offence:
 - 4.2.1. The teacher will take the cell phone or electronic device from the student for the remainder of the period/block.
 - 4.2.2. The teacher will contact the student's parents/guardians to inform them of the repeated misuse.
- 4.3. Third Offence:
 - 4.3.1. The teacher will take the cell phone or electronic device from the student for the remainder of the school day.
 - 4.3.2. The confiscated cell phone or electronic device will be securely stored in the school office until the end of the day.
 - 4.3.3. The teacher will contact the student's parents/guardians once again to discuss the ongoing misuse and to explore strategies for improvement.

4.4. Further Offences:

- 4.4.1. If cell phone or electronic device misuse persists, the student will be referred to the school administration and will be treated as a disciplinary issue.
- 4.4.2. The device will be confiscated and securely stored in the school office until a parent/guardian comes to pick it up.
- 4.4.3. The administration will contact the student's parents/guardians to discuss the ongoing misuse, request the device be picked up, and explore strategies for improvement.
- 4.4.4. Administration may also implement progressive disciplinary steps, which may include extended removal of the phone, additional conditions for cell phone/device usage, time spent in the office, or potential suspension.
- 4.4.5. Teachers and Educational Assistants are expected to follow the general guidelines laid forth in this document. The only time teacher cell phone usage is permitted in the classroom is:
 - 4.4.5.1. when cell phones are being used as an instructional tool and the class, as a whole, is using this tool for educational purposes;
 - 4.4.5.2. when the teacher is required to use their cell phone for two-factor verification. Otherwise, personal usage for students and teachers is limited to break times as outlined above; or.
 - 4.4.5.3. in the event of an emergency where the teacher deems it crucial to use their personal cell phone for safety/security reasons.

Note: Throughout the disciplinary process, teachers and administration will document actions and observations.

- 5. By adhering to this policy, we aim to create a learning environment that encourages focus, respect, and responsible digital citizenship. If you have any questions or concerns regarding this policy, please contact the school administration.

Cross Reference

Cell Phone Use in Schools Stakeholder Information 2024 (HPSD website)
Administrative Procedure 140 – Use of Information Technology.