



PACIFIC WAY ELEMENTARY

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Personal Digital Devices Guidelines/Expectations

As of July 1, 2024, the Kamloops-Thompson School District is revising the District's student code of conduct ([Administrative Procedure 350](#)) to include the following language as required by [Ministerial Order M89](#):

Comply with restrictions on personal digital device use at school to promote online safety and focused learning environments by demonstrating:

- *use of personal digital devices for instructional purposes and digital literacy development;*
- *use of personal digital devices that is appropriate to a student's age and developmental stage;*
- *use personal digital devices for accessibility and accommodation needs, including medical and health needs;*
- *use personal digital devices to support equitable access to learning outcomes.*

Pacific Way Elementary School's personal digital devices expectations/policy is guided by the above language and has been developed with staff and parents to promote online safety and focused learning environments for all students. There is no need for students to rely on using personal digital devices as an instructional tool.

Expectations:

<i>In these unique cases, students are permitted to use personal digital devices at all times:</i>
1.) When the student requires the use of their personal digital device to support their medical needs as confirmed by a physician.
2.) When the student requires the use of their personal digital device to support accessibility and instructional accommodation needs as outlined in an Individual Education Plan, Service Plan or Annual Instruction Plan.

Otherwise:

During Instructional Time (all school hours and learning environments, including field trips and while on the bus)
<ul style="list-style-type: none">● Student use of a personal digital device is <u>not permitted</u>. This includes cell phones, laptops, smart watches, and any other device that is able to access the Internet. Due to the costly nature of personal electronic devices, students are encouraged not to bring them to school. Students who do bring personal digital devices will be required to store them in their backpacks in their lockers or cubbies at their own risk.

During Non-Instructional Time (before & after school)
<ul style="list-style-type: none">• Student use of personal digital devices is discouraged on school district property before & after school. Use is not permitted during breaks (recess & lunch). Any use of personal digital devices must comply with Administrative Procedure 145: Use of Personal Electronic Devices.

Student behaviour that contravenes these guidelines will be addressed using [Administrative Procedure 350: Student Code of Conduct](#) and [Administrative Procedure 355: Student Discipline](#).

In the spirit of complete transparency and a desire to work with our community, consequences for our Pacific Way Elementary School Personal Digital Device Guidelines & Expectations will be structured around a progressive response system. It is designed to promote responsible personal digital device use and minimize disruptions during instructional time. Below is a brief overview of the policy:

First Incident: If a student is found using their personal digital device during the school day, they will be reminded to store their personal digital device in their backpacks, lockers, or cubbies with direction not to access the personal digital device until after school hours. The classroom teacher will be notified.

Second Incident: If a student is found using their personal digital devices a second time, their personal digital device will be temporarily confiscated and it will be turned in to the office for the remainder of the school day. The student will be allowed to retrieve their personal digital device at the end of the day. The parents will be called and notified.

Third Incident: On the third occurrence, the student's personal digital device will be confiscated, and parents/caregivers will be required to come to the school office to retrieve it. Consultation with the Principal/Vice Principal must occur in order to make a plan moving forward. This is intended to reinforce the importance of adhering to this ministry policy.

We believe that this policy will help create a more focused and productive learning environment for all students. It will also encourage and highlight responsible personal digital device usage and minimize distractions during class time. We kindly request your support in reinforcing this policy with your child and encourage you to discuss the importance of adhering to it.