# KAY BINGHAM ELEMENTARY SCHOOL

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*Respect Enables All Learners*


**Personal Digital Device Guidelines** REVISED October 2025

In keeping with SD 73 Administrative Policy 350 (Student Code of Conduct) and the BC Ministry of Education and Childcare Ministerial Order M89, all students at Kay Bingham Elementary School are expected to adhere to the following guidelines in respect to personal digital devices.

These guidelines were developed with survey consultation from parents, school staff, and the Kay Bingham PAC and comply with restrictions on personal digital devices used to promote online safety and focused learning environments.

Personal digital devices include cell phones, smart watches, iPads, laptops, Chromebooks, tablets, iPods, portable gaming devices, or Bluetooth earbuds/headphones.

***Expectations for Students***

- Students will not carry personal digital devices on their person
- Students have personal digital devices powered down and kept in a locker or backpack, during bell-to-bell times (8:25am-2:34pm), including breaks
- It is understood that Kay Bingham staff and School District 73 accepts no responsibility for the loss, theft, or damage that may occur if a personal digital device is brought to school
- Students will not use a personal digital device to invade or infringe on the personal privacy or safety of any other person
- Under no circumstances are personal digital devices allowed to be used to photograph or record another person
- Students may ask a teacher or school office personnel to hold onto a personal digital device for safe keeping
- Should a child need the use of a personal digital device during school time or if parents need to have a message conveyed to their child, the school office is available for both

***Accommodations for Students (including medical, health, or accessibility)***

Kay Bingham Elementary is committed to meeting the needs of all students. Students requiring specific accommodations relating to personal digital devices will be identified by the Learning Assistance Teacher, Administrator, or a Physician.

***Non-Compliance of Expectations***

1. **First Offense** - The teacher will confiscate for the duration of the school day and contact the parent.
2. **Second Offense** - The student will be required to turn in their device to the school office for the day and an administrator will contact parents to pick it up.
3. **Third Offense** - A meeting will be arranged with the family, student, and administrator to create a plan.

Here at KBES, we realize that many of our students walk to school and that they may use personal digital devices to communicate with parents before or after the school day.

**How can parents support their children?**
These expectations are created to ensure the safety and privacy of each member of our school community. At no time during the school day should personal digital devices be carried by students on their person. Please review these guidelines with your children to ensure they understand.