



Valleyview Secondary School

1950 Valleyview Dr., Kamloops, BC, V2C 4C2

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VSS PERSONAL DIGITAL DEVICE GUIDELINES

Updated August 2025

To Be Reviewed May 2026

At Valleyview Secondary School we recognize our obligation to all members of our community to provide a positive, safe, and healthy learning environment.

Rationale for VSS Personal Digital Device Guidelines: (as per the Ministry of Education requirements - June 2024 and alignment to our School District #73 Student Code of Conduct- AP 350)

Developing digital literacy skills is paramount for our students, and integrating technology responsibly can significantly enhance learning. By incorporating technology into learning environments and providing opportunities for its use, we empower learners to develop skills such as productivity, creativity, critical thinking and collaboration.

As students engage with digital devices and platforms, it is essential to balance technological access with considerations of safety, security and privacy. Empowering students to be responsible, informed, and ethical digital citizens will help develop their digital literacy.

Research demonstrates that the presence of personal digital devices may contribute to distractions in learning and can compromise student safety. Clear guidelines on the acceptable use of personal digital devices during instructional time or learning-related activities will strengthen focused learning environments and promote online safety. Students are expected to adhere to the Acceptable Use Guidelines and District Code of Conduct - AP 350 ([LINK](#)).

Definitions/Terms:

Personal Digital Device: Refers to any personal electronic device that can be used to communicate or to access the internet, such as a **cell phone, a tablet, smart watch, gaming device, listening device and electronic toy.**

Instructional Time: Time that includes **scheduled class time, hallways, assemblies, guest presenters, field trips and other school-sponsored events.** Instructional time at VSS is defined by the following daily bell schedule (alternate schedules for 5 block days/P.T. Interviews also apply and they can be found on our VSS website):

- 8:29 – 9:46 (Period 1)
- 10:00 – 11:17 (Period 2)
- 12:10 - 1:27 (Period 3)
- 1:41 – 2:58 (Period 4)

School Day: The period of time from the first bell to the last bell when students are dismissed for the day.

Digital Literacy: The interest, attitude and ability of individuals to appropriately use digital technology and communication tools to access, manage, integrate, analyze and evaluate information, construct new knowledge, create and communicate with others.

Digital Citizenship: The ability to navigate our digital environments in ways that are safe and responsible and to actively and respectfully engage in these spaces.



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Personal Digital Device Guidelines (Grades 8 to 12)

Students should not use Personal Digital Devices during instructional time, unless permission is granted by the supervising staff for educational purposes only

When not permitted, personal digital devices should be set on “do not disturb” or “silent mode”, secured inside a student’s backpack, locker or secured classroom location as designated by the staff member

Personal digital devices are not permitted to be used in areas where privacy is expected or required. i.e. bathrooms, change rooms, offices etc.

Personal Digital Device: Refers to any personal electronic device that can be used to communicate or to access the internet, such as a **cell phone, a tablet/laptop, smart watch, gaming device, listening device and electronic toy.**

Instructional Time: Time that includes **scheduled class time, hallways, assemblies, guest presenters, field trips and other school-sponsored events.** Instructional time at VSS is defined by the following daily bell schedule (alternate schedules for 5 block days/P.T. Interviews also apply and they can be found on our VSS website):

- 8:30 - 9:48 (Period 1)
- 9:55 - 11:14 (Period 2)
- 11:28 - 12:47 (Period 3)
- 1:37 – 2:56 (Period 4)

Accessibility and Accommodation Needs: Personal digital devices may be used to support students with disabilities or diverse abilities as outlined in a student’s support plan, safety plan, or Individual Education Plan. This will be done in consultation with our LART’s/Counsellors.

Medical and Health Needs: Personal digital devices may be used to support medical necessities.

Equity to Support Learning Outcomes: Considerations will be made to ensure personal digital device restrictions do not disproportionately impact some students more than others.

VSS does not assume responsibility for the safety, security, loss, repair or replacement of any personal digital devices. The security and storage of personal digital devices is the sole responsibility of the student/user.

Parent Assistance: The district values the collaborative partnership among students, parents and staff. To maintain a focused learning environment, parents/caregivers are kindly asked not to contact their child on their personal digital devices during the instructional time of the school day.

In cases of an emergency, parent(s)/caregiver(s) should contact our VSS main office at 250.372.5231 where our staff will facilitate the communication as appropriate.



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The following procedures/references will be used for violations of our VSS Personal Digital Device Guidelines:

- As per our Student Code of Conduct ([LINK](#)), non-compliance with the VSS Personal Digital Device Guidelines will be dealt with directly with individual teachers/staff at the classroom level. Personal digital device use in the hallways during instructional time is not permitted and will be dealt with directly by all staff and the student(s) maybe referred to the office for follow up where necessary. Following a progressive model of support and communication, including the parent/caregiver, our goal will be to educate and empower our students as we collectively redefine the use of digital technology throughout our campus.
- Continued and consistent non-compliance, beyond staff interventions and communication home, specific to our VSS Personal Digital Device Guidelines will result in the student being referred to administration. At this point, conversations will take place with the student and their family to determine actions and/or consequences as per the Student Code of Conduct.

References:

- BC's Digital Literacy Framework:

- <https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade12/teach/teaching-tools/digital-literacy-framework.pdf>

- Media Smarts - Canada's Centre for Digital Media Literacy:

- <https://mediasmarts.ca>

- ERASE – Expect Respect and a Safe Education:

- <https://www2.gov.bc.ca/gov/content/erase>
