

### **Personal Digital Devices in Schools**

All cellular phones or similar personal communication devices are to be appropriately stored during the school day and not visible at any time. Digital devices of any kind, including watches, are only to be used at the discretion of your teacher when identified as appropriate for your learning environment or because of unique circumstances such as:

- if the student uses the device as a primary learning tool
- if the student needs the device for medical, accessibility or equity reasons
- if the cellphone/tablet is needed for a specific instructional activity

Any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 – Digital Responsibility for Students.

### **Digital Responsibility Guidelines**

Following are appropriate use guidelines for cell phones at Maillard:

#### 1. Academic and Learning Purposes

At the discretion of the teacher, students may occasionally have access to cell phones for learning purposes in the classroom. Teachers can require students to have cell phones in their lockers or housed in other ways in the classroom (i.e. pocket charts behind teacher's desk, corner of students' desks, backpacks etc.) during instructional time in fitting with their requirements in the classroom.

#### 2. Home Communication

Communication with home is encouraged to be done through our main office. Parents are encouraged to communicate outside of class hours; students will not have access to their phones to reply to messages as this can be a distraction from learning in the classroom. Students, with the teacher's awareness, can communicate with home via the main office.

#### 3. Social Media

Internet safety and social media communication is the responsibility of both home and school. Middle school students require significant adult support to navigate social media safely and responsibly. While we are committed to educating our students about positive and safe choices on social media, our focus is on teaching and learning and social media use will not be permitted during school hours. Photography and video are strictly prohibited during school hours unless it is with teacher permission and the permission of the subjects being recorded.

### **Message to Parents:**

Supporting our students to use technology appropriately is the shared responsibility of home and school. Maillard staff is committed to working with our students and values its partnership with parents and the community. Once we have ensured a common understanding in our school at the outset of the year, this is what you can expect if your son/daughter requires extra support managing the above guidelines:

1. First offence – phone will be held in the classroom until the end of the school day.
2. Second offence – phone will be held in the classroom until the end of the school day. Home contact will be made.
3. Third offence – phone will be held in the office and a parent will need to pick it up from the school. Parents will be called.
4. Ongoing infractions may result in the student being disallowed a phone at school or having to drop the phone in the office in the morning and picking it up in the afternoon for a predetermined period.
5. Above steps may vary for more serious infractions.

Teaching digital responsibility is a part of educating students to be socially responsible in their workplace, which is our school. At Maillard, our goal is to support our students in developmentally appropriate ways, so they thrive in every area of their learning: academic, behavioral, social-emotional, and physical. Thank you for the support as we work together.