



RALPH BELL

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.*

Ralph Bell's Elementary's personal digital devices (cell phones, smart watches, laptops, and any other device that can access the Internet) 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.

The use of personal digital devices **will be restricted** at Ralph Bell Elementary. Students will have permission to use their personal digital device as directed from their teacher or principal based on the following:

- Instructional purposes
- Digital literacy purposes
- Accessibility and accommodation needs (outlined in an Individual Education Plan, Service Plan or Annual Instruction Plan)
- Medical needs

Expectations

- Restricted use from the time the student **arrives at school** to the time they **leave the school property** (including field trips).
- Students will be expected to **turn off** their device and store it in a **secure location**.
- The device will not be on their person or in their desk during the school day.
- If parents/caregivers need to contact their child, please contact the office and leave a message.
- Classroom phone passes are needed to use the phone.
- Students are encouraged not to bring personal electronic devices to school.
- **NO VIDEO or PHOTOS** can be taken by student personal electronic devices.
- 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, discipline for our Ralph Bell 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 asked to store their personal digital device in their lockers, with direction **NOT** to access the personal digital device until after school hours. The classroom teacher/principal will be notified.

Second Incident: If a student is found using their personal digital devices a second time, the personal digital device will be placed in the Principal's Office in a locked cupboard until the end of the day. The student will be allowed to retrieve their personal digital device at the end of the day. The parents/caregivers will be notified.

Third Incident: On the third occurrence, the personal digital device will be placed in the Principal's Office in a locked cupboard until a parent/caregiver can pick up the device from school. Consultation with the 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.

Kind regards,
Tiffany Hawkins
Principal