



Digital Device Definition

A "digital device" is any device (such as a smartphone, Apple Watch, gaming device, headphones, etc.) that has internet access, texting, music, or gaming capabilities.

Social media policies at Instagram, Snapchat, TikTok, Facebook and various others have age restrictions. Most of our students do not meet these age requirements, and parents/guardians should be aware of the applications that students have on their devices.

Away for the Day

Digital devices are not to be used or visible at any time during the school day. All digital devices must be placed in the student locker or classroom storage immediately upon entering the building.

Grade 7-9 students who choose to leave the school grounds at lunch may use their devices while off school property. Devices must be put away once on school property and immediately placed in the student locker upon entering the building.

Messages to and from Students

Urgent messages from parents should be called in to the main office. School office personnel will forward these to our students.

We encourage all parents to ensure that after-school plans and early dismissal pick-ups are well communicated to your child before the school day.

Students who need to contact a parent during the day can do so from any phone in the school with teacher permission.

At the end of the school day (3:51 PM Monday-Thursday, 12:51 PM Friday), students are free to check for messages from their parents and to contact parents on their devices.

Music and Headphones

The Away for the Day policy applies to headphones and digital devices used for the playing of music.

Students who have music as an accommodation specifically identified in their Individualized Program Plan will be exempt from this rule (for the playing of music only). These students will keep their devices on airplane mode to negate incoming texts, e-mails and notifications. These students are encouraged to use an alternate device from a smartphone.

Theft and Damage

The school does not take responsibility for the theft or damage of any digital devices brought to the school.

Special Situations

There may be certain learning situations where the use of digital devices is deemed appropriate by staff. In this case, the use of the device will be under direct teacher supervision.

Digital No Use Zones

At absolutely no time (including after school hours) are digital devices to be used in the washroom or change room areas.

Consequences for Inappropriate Use

First Offence

The digital device will be sent to the main office, where it will be logged and securely held until the end of the school day. The student is allowed to pick up the device at the end of the school day (not at lunch).

Second Offence

The digital device will be sent to the main office, where it will be logged and securely held until the end of the school day. The student and/or administration will call a parent before releasing the device to the student at the end of the school day.

Third Offence

The digital device will be sent to the main office, where it will be logged and securely held until the end of the school day. A parent will be required to pick up the device from the administration.

Further Offences

Any further offence will result in increasing disciplinary action due to defiance regarding CBE and school policies, rules and regulations.