

## ADSS Cell Phone Policy

Electronic devices can be distracting to student learning. There is a significant body of research showing that increased technology use is linked to problems with mental health, focus, and the development of relationships and academic skills. Therefore, students will ensure that their electronic device is turned OFF and AWAY during class time, including in the halls, unless they have been given permission to use it for educational, health or safety purposes. They may use them during non-class time (before school, recess, lunch, after school, etc.) unless directed otherwise by a staff member.

1. Personal Communication Devices (PCDs) are not to be operated during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use facilitates the learning activity as permitted by the teacher.

1.1 PCDs are to be OFF and AWAY. This means powered off/do not disturb mode/airplane mode. Off one's body and desk. Away in a bag, zip binder, or location designated by the teacher during instructional and school sponsored activities.

2. PCDs are not to be taken into test or examination settings unless students have been given permission to do so.

3. PCDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

4. No images of students or staff in schools or at associated facilities or activities are to be uploaded to school, public or private websites without the written consent of the person or persons and/or their parents, in the photograph or video.

### Progressive Discipline Cycle for Violations

- It is expected that teachers will start class with a reminder to all students the OFF and AWAY expectations.
- If a student has their phone out in class, without explicit permission or invitation from a teacher, in violation of the code of conduct, the following steps will take place:
  - 1. Verbal reminder and referral to policy and procedure.
  - 2. PCD is taken for the class, and email sent home to parents by the teacher with admin CC'd.
  - 3. PCD taken to admin for the remainder of the day. Returned after a conversation with admin team. Email or phone call to parents by teacher with admin CC'd.
  - 4. PCD taken to admin. Admin to communicate with parents. Students are to be provided with a cell phone contract where the phone must be dropped off at the office at the beginning of each day before school begins.
  - 5. Phone taken to admin who will follow up with disciplinary action. PCD's will no longer be allowed at school. PCD to be left at home.