# HUGHENDEN PUBLIC SCHOOL

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#### HOME OF THE WILDCATS

**Hughenden Public School Student Cell Phone/Personal Electronic Device**

**Acceptable Use Policy**

Buffalo Trail Public Schools 304BP Personal Electronic Devices Policy states:

*The Board recognizes that appropriate and responsible use of personal electronic devices enhances student learning. At no time should these devices interfere with an individual's right to privacy, the student's right to a safe and caring environment or the teaching and learning process.*

With this statement guiding the Hughenden Public School Student Cell Phone/Personal Electronic Device Acceptable Use Policy, students at Hughenden Public School will follow the school based policy as outlined below.

1. All personal electronic devices must be turned off and out of sight during instructional times or in spaces where instruction is occurring, except with the specific permission of the principal when their use is planned, purposeful and educationally motivated.

**Procedure for Junior High students (grades 7-9):**

* Students will turn off their device and place them in the classroom/teacher collection bin at the commencement of block 1.
* Students will be allowed to pick their device up from their block 1 classroom/teacher at the conclusion of block 4.
* Students will then turn their device off following the lunch break, and place them into the classroom/teacher collection bin at the commencement of block 5.
* Students will be allowed to pick up their device from their block 5 classroom/teacher at the conclusion of block 8.

\* Students arriving later than block 1 will leave their device in the office upon signing in.

\*\*Students leaving school earlier in the day, will be required to collect their phones from the respective block 1 or block 5 teacher or staff member.

**Procedure for Senior High students (grades 10-12):**

*Due to varied arrival and departure times based on class blocks, work experience, alternate course delivery, etc:*

* Students will turn off their device and place them in the classroom/teacher collection bin at the commencement of students’ first class of the day.
* Students will be allowed to pick their device up from their block 1 classroom/teacher at the conclusion of block 4.
* Students will then turn their device off following the lunch break, and place them into the classroom/teacher collection bin at the commencement of block 5, or their earliest afternoon class block.
* Students departing school prior to 3:30 PM, will retrieve their devices from the classroom/teacher who possesses them as they leave the class/school with respect to classes that are ongoing.
* Students completing SOL courses or who are on spares within the building will also be subject to the policy and their devices will stay with their period 1 classroom/teacher.

\*Students who complete SOL courses in Block 1 will leave their device in the office.

2. At any time where personal electronic devices are allowed, such as before and after school, during the lunch break, or youth nights, etc., devices are prohibited from all change rooms and washrooms, and therefore must be turned off and out of sight. Appropriate signage will be posted to this effect.

3. Use of personal electronic devices during school-related activities is subject to the provisions of Policy 303BP Use of Division–Owned Technology, 304BP Personal Electronic Devices and privacy legislation under the FOIPP Act.

4. The use of personal electronic devices shall not:

* interfere with student learning;
* compromise personal safety or the safety and well-being of others;
* infringe upon an individual’s right to privacy;
* interfere with the operation of the jurisdiction.

5. Should a student contravene this policy the electronic device will be confiscated, turned over to the school principal, and stored in the school office, and disciplinary action will follow.

* On the first occurrence, the device will be confiscated, turned over to the school principal and parents will be asked pick up the device.
* Any subsequent infractions will require a meeting between the principal and the parents/guardian prior to the return of the electronic device and students may be subject to additional discipline deemed appropriate by administration.

6. The Board and Hughenden Public School expects that all visiting students will respect this policy. Those that contravene this policy will be asked to comply to the policy and may be subject to disciplinary action under Board policy and the School Act.

7. Staff, parents, community members, guest presenters and visitors, are required to be respectful in their use of personal electronic devices by turning them off in washrooms and changerooms, and during any time where it may interfere with student learning.