

Ardrossan Elementary School Personal Communication Device Policy

In accordance with Elk Island Public Schools' (EIPS) Administrative Procedure 145, staff and students of Ardrossan Elementary School will be expected to adhere to the following procedures with respect to the use of personal communication devices at school.

Personal communication devices (PCDs) are any personal digital devices that connect to the internet through WiFi, cellular network or other mobile devices, this includes smart watches.

As communicated in EIPS policy, students who bring PCDs to school do so at their own risk. The security and storage of these items is the sole responsibility of the owner/user. Ardrossan Elementary School and EIPS assume no responsibility for the safety, security, loss, repair or replacement of PCDs. Owners and users of PCDs who bring and use their devices in violation of this policy are accepting the risk that their devices may be confiscated.

Students in Kindergarten through Grade 6 are not allowed access/use of a PCD at school at any time during regular school hours including morning and lunch breaks. If devices are brought to school, they are to remain in student lockers or backpacks.

The consequences for students who are in violation of the policy above will be as follows:

- **First offense** - The student will be asked to hand over their device. The device will be placed in a sealed envelope and stored in the office. The student can pick up their device at the end of the day. Parents will be contacted, and policy will be sent home to be reviewed and signed.
- **Second offense** - Parents will be contacted and the device will be placed in a sealed envelope and stored in the office until a parent can pick it up.
- **Students may also be required to turn their device in at the beginning of the day**, place it in a sealed envelope to be picked up at the end of the day if they continue to access their device during the school day.
- **Further infractions will be dealt with on an individual basis** as students will also be in breach of Elk Island Public School Student Code of Conduct (Administrative Procedure 350)