



## LV Rogers Personal Digital Device Policy & Procedures - 2024-25

**With the intentions of overcoming challenges with concentration, distractibility, engagement, and mental health, students will only use personal digital data devices for instructional purposes while on school property during hours of instruction.**

**We want our students to be healthy, happy, and engaged learners!**

**Personal digital devices include any device that has internet access, texting, music, or gaming capabilities.**

**The Personal Digital Devices Policy & Procedures apply to all areas of the LVR school campus, including the library, hallways, bathrooms, courtyard, gym, cafeteria, and multi-purpose room. This also applies at all school functions.**

**In short, personal digital devices should not be seen nor heard in classes, nor should they be distracting students while in their pockets. Teachers may direct students to use their personal digital devices for specific learning activities and teachers may direct students to place their personal digital devices in a cell phone hotel on silent mode.**

**During instructional time** - electronic devices must be powered off and may not be on a student's person or desk without express permission from the teacher. Personal digital devices and earbuds/headphones must be stored in a student's bag, in the student's locker, given to the teacher, left at the front office, or left at home.

**Outside of instructional time** - use of electronic devices is permitted before school, after school, during transition periods, and at lunch, as long as this does not interfere with being in class on time.

**Levels of Response** - Tracking of these responses will start on Monday, September 16<sup>th</sup> after a transition period to start the year for the first two weeks.

- **1<sup>st</sup> Offence**
  - Teacher directs student to power off the device and store it as noted above.
  - Teacher informs administration.
  - Administration notifies parent/guardian.
  - Administration tracks this as a 1<sup>st</sup> offence.
- **2<sup>nd</sup> Offence**
  - Teacher contacts administration.
  - Administration takes the device away from the student for the remainder of the day.
  - Administration notifies parent/guardian.
  - Administration tracks this as a 2<sup>nd</sup> offence.

- **3<sup>rd</sup> Offence**
  - Teacher contacts administration.
  - Administration takes the device away from the student until a parent/guardian comes in to pick up the device.
  - Administration notifies parent/guardian.
  - Administration tracks this as a 3<sup>rd</sup> offence.
- **Any further offences** will require a meeting with a parent/guardian and administration. Repeat offenders may lose the privilege of bringing an electronic device to school.

The use of personal digital devices for students with disabilities or diverse abilities will be outlined in students' Individual Education Plans, such as the use of assistive technology on personal digital devices at school to support student accessibility, communication, and autonomy and to facilitate participation and promote accessibility. This includes supporting the use of personal digital devices that monitor and support medical necessities.