

Colonel MacLeod School

Acceptable Use Policy for Cell Phones and Electronic Devices

All school organizations hold learning as a core value. It is imperative that schools be sensitive to changes in technology and culture, which provide the opportunity to increase student academic growth. Cell phones and electronic devices such as iPods and iPads, widely used for communication, can also serve as powerful tools for learning. However, these devices also possess functions, which if used inappropriately, can disrupt the learning environment and create the possibility for other problematic behavior. Realizing the government-mandated and research-based benefits of the wise use of technology to support student learning, Colonel MacLeod School adopts the following Acceptable Use policy at school to create reasonable expectations of use that provide a benefit to the school environment:

This policy refers to (but is not limited to) tablets, such as iPads, music devices such as iPods, and cell phones. For the remainder of this policy, the term “device” will be used.

Possession and use of a device must fall within these guidelines:

- 1. Devices will be kept in students’ lockers during class time, unless teachers request students to use their cell phones for a specific learning purpose.**
- 2. Devices may be used during the nutrition break and lunch period, but must be returned to students’ lockers at the end of the nutrition break and lunch period.**
- 3. Devices must not be brought into the washrooms or locker rooms.**
- 4. Devices with cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher or administrator.**

Students who choose to bring devices to school do so at their own risk. The school assumes NO LIABILITY for lost, stolen or damaged devices, electronics or peripherals, such as headphones.

The use of devices at Colonel MacLeod School is a privilege. Failure to adhere to established guidelines will result in the following corrective measures:

- **1st Offense:** Student will be expected to give device to office staff until end of day. It will be held in the office safe, to be picked up by student at end of day.
- **Subsequent offences:** Student will be expected to give device to office staff. The device will remain in the school safe until a parent comes to pick up the device.

***Certain steps in this corrective process may be bypassed and other disciplinary measures may be enacted based on the severity of the offense, in alignment with the CBE Student Code of Conduct.**

Students who have the use of devices built into their IPP will be expected to demonstrate good Digital Citizenship and to follow the instructions of their teachers with respect to the use of those devices in the classroom. Failure to do so may result in similar corrective measures.