

## **Kinosayo Elementary School Personal Digital Device (PDD) procedure/rules**

Developed: 2024-25 School year in consultation with Staff and School Council

### **Rationale for procedure:**

- Government and St. Albert Public School Division mandate to have a written school policy/process in place and communicate to the school community regarding Personal Digital Devices.
- Students at Kinosayo Elementary should be engaging with each other, socializing, playing, and learning to the best of their ability; not distracted by technology.
- Technology has a place and use at school, however should be intentional and directed by staff for the purpose of learning.

### **School Policy:**

This school procedure includes all rules from the Alberta Government and School Division Policies. Regardless of information contained in this procedure, the School Division Policy and Alberta Government Ministerial Order must be followed first and foremost.

### **Kinosayo Elementary School Personal Digital Devices (PDD) procedure:**

1. Students and families of Kinosayo are strongly encouraged to leave personal digital devices at home.
  - If students/families choose to bring their personal devices to school they must be kept turned off or on silent mode in the students' locker or backpack on their hook.
    - The security and storage of personal electronic devices is the sole responsibility of the owner/user.
    - The Division assumes no responsibility for the safety, security, loss, repair or replacement of any PDD.
2. Students are not to use personal digital devices (PDD) during the school day, on school field trips, or inside the school.
  - Students are to keep their PDDs put away until they have left school property.
  - PDD are not to be accessed physically or via PDD connection (such as watch or other PDD) at any time during the school day.
    - Exception: At a teacher's discretion, PDD can be utilized for curricular learning opportunities.

- Student/family communication will be directed through the main office using school phones as necessary, utilizing the contact and emergency contact information provided on student registration forms.
3. Bussing to and from school.
    - The school, bus company, and families have a responsibility to work together to ensure student safety while being transported to and from school on the bus.
    - With the intention of preventing students from having negative experiences by being involved with, exposed to, and/or witnessing inappropriate use of technology on the bus, we feel it is reasonable that students not be permitted to utilize PDD on the school bus for reasons that violate the acceptable use of technology agreement (Appendix 1.1) that all students/families sign.
    - PDD are NOT to be shared at any time on the bus.
    - PDD may be used by the individual owner if family and school decide that it is in the best interest of the child and family situation for reasons such as but not limited to:
      - regulation
      - safety
      - medical conditions
      - behaviour support
  4. Family, visitors and guests.
    - Are required to follow the school procedure as outlined in this document as well as Ministerial order and School Division Policy
  5. All Division staff are encouraged to use Division digital devices and when using PDD are required to follow Ministerial order and Division policy, school procedure, and professional code of conduct.
    - Concerns with Division staff use of PDD can be addressed directly with staff, or brought to the school administration.
    - Staff issues will be managed and dealt with by school administration.
  6. PDDs are prohibited from use:
    - In student bathrooms or changerooms;
    - In classrooms and on field trips unless students/guests have been given permission to do so by the teacher;
    - Sharing and recording videos and/or photos is prohibited, with the exception of photos and recordings made at public events located on school property (such as performances, sporting events), or for educational purposes as directed by the classroom teacher and/or administration.

7. Accommodations:

- All accommodations will be pre-approved by school administration:
  - For educational purposes, as directed and/or approved by the teacher for the classroom;
  - To support, monitor, or regulate an identified health and/or medical condition as per a student's medical plan;
  - To support an identified inclusive educational need including, but not limited to, a mental health need as per the student's individual learning plan;
  - Any other issue specific to student/family situations as per discussion with school administration.

8. Consequences for misuse of PDD as outlined in this and the above mentioned documents may include the following in an order that is deemed appropriate for the specific situation:

- Education/reminder of expectations and policies and asked to put their PDD away.
- PDD can be temporarily confiscated by school Administration.
  - If confiscation is to be longer than the school day, Guardians will be contacted to discuss retrieval.
- Communication or meeting with students and family regarding the use of PDD at school.

**Policy Review Schedule**

Policy will be reviewed as needed and/or upon request.