

Heffley Creek Elementary School

Personal Digital Devices Guidelines/Expectations



Background

As of July 1, 2024, the Kamloops-Thompson School District is revising the District's student code of conduct ([Administrative Procedure 350](#)) to include the following language as required by [Ministerial Order M89](#):

Comply with restrictions on personal digital device (cell phones, smart watches, etc.) use at school to promote online safety and focused learning environments by demonstrating:

- *use of personal digital devices for instructional purposes and digital literacy development;*
- *use of personal digital devices that is appropriate to a student's age and developmental stage;*
- *use personal digital devices for accessibility and accommodation needs, including medical and health needs;*
- *use personal digital devices to support equitable access to learning outcomes.*

Heffley Creek Elementary School's personal digital devices guidelines & expectations are guided by the above language and have been developed with **staff and parents/caregivers** to promote online safety and focused learning environments for all students. In addition, there is no need for students to rely on using their personal digital devices as an instructional tool.

Expectations

In individually unique cases, students are permitted to use personal digital devices at all times:

When the student requires the use of their personal digital device to support their medical needs as outlined in their Competency Based Individual Education Plan or confirmed by their physician.

When the student requires the use of their personal digital device to support their accessibility and instructional accommodation needs as outlined in their Competency Based Individual Education Plan, their Service Plan or their Annual Instruction Plan.

[During instructional time \(learning environments\):](#)

Student use of personal digital devices is only permitted **based on staff discretion**. Students are encouraged to not bring personal electronic devices to school.

During non-instructional time (before & after school, breaks)

Student use of personal digital devices is discouraged on school district property before & after school. Use is not permitted during breaks (recess & lunch). Any use of personal digital devices must comply with [Administrative Procedure 145: Use of Personal Electronic Devices](#).

Student behaviour that contravenes these guidelines will be addressed using [Administrative Procedure 350: Student Code of Conduct](#) and [Administrative Procedure 355: Student Discipline](#).

In the spirit of complete transparency and a desire to work with our community, discipline for our Heffley Creek Personal Digital Device Guidelines & Expectations will be structured around a progressive response system. It is designed to promote responsible personal digital device use and minimize disruptions during instructional time.

Below is a brief overview of the policy:

First Incident: If a student is found using their personal digital device during the school day, they will be asked to store their personal digital device in their lockers, with direction NOT to access the personal digital device until after school hours.

Second Incident: If a student is found using their personal digital devices a second time during the school day, their personal digital device will be temporarily confiscated and sent to the school office for the remainder of the school day. The student will be allowed to retrieve their personal digital device at the end of the day.

Third Incident: On the third occurrence, the student's personal digital device will be confiscated, and parents/caregivers will be required to come to the school to retrieve it. Consultation with the Principal must occur in order to make a plan moving forward. This is intended to reinforce the importance of adhering to this ministry policy.

We believe that this policy will help create a more focused and productive learning environment for all students. It will also encourage and highlight responsible personal digital device usage and minimize distractions during class time. We kindly request your support in reinforcing this policy with your child and encourage you to discuss the importance of adhering to it.