

Paul Rowe School

Personally Owned Devices Policy

2024-2025

Please note that in case of an emergency, we have a landline: 780-836-3397 that is answered during school hours.

Purpose

At Paul Rowe School, we recognize that Personally Owned Devices have become a big part of people's lives and they make student/parent communication much easier. In recent years, we have noticed that these devices have become a huge distraction in class, pose safety/privacy concerns within change rooms and bathrooms, and also create confrontation between students and staff. In addition, due to the transition to one-to-one Chromebook technology, there are negligible educational reasons why a student would need to use a personal electronic device during instructional time. We want to establish a school climate that facilitates authentic learning and connection.

To support this goal, we have decided to revise our Personally Owned Devices policy. For the purposes of this document this category includes:

- Cell phones
- Earbuds/headphones
- Handheld game consoles
- Smart watches

Personally Owned Devices Policy

1. Personally Owned Devices must be on silent (not vibrate) upon entering the building and remain on silent throughout the remainder of the school day. During instructional time and sponsored events devices must be powered off and in student lockers.
2. **Personally Owned Devices will be kept in students' lockers from the first bell until the last bell, with the exception of lunch hour or scheduled breaks (student spares are NOT considered scheduled breaks if spent on school property) - *the only other exception, students with a diagnosed medical condition or identified inclusive educational need. This need must be discussed with and approved by school administration. A plan will be developed with the family to support this need.***

3. Personally Owned Devices may be used appropriately during the lunch period and must be returned to students' lockers at the end of the lunch period.
4. Personally Owned Devices may NOT be brought into washrooms or locker rooms AT ANY TIME.
5. Cameras and audio recorders may only be used for educational purposes and with the prior permission of an administrator.

Students will be solely responsible for the security of their own devices. Paul Rowe School will not be liable for any damage, theft, or loss of personally owned devices.

Failure to comply with this policy will result in the following corrective measures:

1st Offense: Warning and device taken for the class.

2nd Offense: Device taken to the office for the day.

3rd Offense: Device taken to the office for the day. Parent/guardian will be notified, and must come into the school to pick up the device.

4th Offense: Device taken to the office for the day. Parent/guardian will be notified, and must come into the school to pick up the device. Additionally, the student will receive an in-school or out-of-school suspension.

Further Offenses: To be determined.

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It is strongly recommended that students leave their devices at home but if they do come to school, they should be stored in a locked locker as Paul Rowe School will not be responsible for lost, stolen or damaged personally owned devices.

Social Media Policy

Please refer to Peace River School Division [AP146: Responsible use of Social Media](#)

This school policy is supported by Alberta Ministerial Order 14-2024 and Peace River School Division's administrative procedures including but not limited to [AP350: Student Conduct](#); [AP355 Student Discipline](#); [AP 140: Responsible Network Use](#); [AP 145: Personally Owned Devices](#).