

## Forest Hill Public School

### ‘Personal Communications Devices and Electronics Use’ (Pilot Year 2011-2012)

For our Pilot Year 2011/2012, in recognition of their burgeoning use in wider society, we have decided to begin to develop a policy/process for the safe, judicious use of general electronic devices, and personal communication devices, at school. Initially, we will implement this process with our Gr. 6, 7, and 8 students only. We will then review the process at the end of our school year to adjust/refine it accordingly.

#### **Personal Communications/Electronic Devices**

The use of cell phones and electronic devices will not, in any way, interfere with teaching conducted by the staff, and/or the learning of any student(s) during the school instructional day.

- 1) Students are permitted to use cell phones before the first bell of the day and after the final bell of the day. Students may use only their own personal devices - properly registered under this agreement. They may not lend/borrow devices to/from their friends, peers or other persons.
- 2) The use of cell phones, for any purpose; including telephone calls, text messaging, games, and other functions, is not permitted at any time, other than the designated times, on school grounds, without permission from the classroom teacher and/or school administration.
- 3) Cell phones need to be stored in a secure location, pocket, purse, backpack, etc. They are not to be visible.
- 4) Cell phones must be turned completely off during the school day with the exception of using a cell phone as a reminder for homework/assignments, and, only with permission from the teacher.
- 5) Students involved in field trips, extra-curricular activities and athletic events will contact their coach/staff involved for rules involving cell phone use after school hours, or, on after-school bus trips. Coaches/teachers will set their rules and establish consequences involving their use during these events.
- 6) **The use of camera phones is not allowed; especially in private areas such as, washrooms, dressing room areas, or classrooms. Camera phone violations may be considered a criminal offence.**
- 7) Any phone communication during the instructional day will take place only through the use of school telephones, and, only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). Parents should continue to contact their child/children through the normal school channels for any emergency situation.
- 8) Students will not bring cell phones into any area/classroom during testing situations - staff will collect cell phones.
- 9) Cell phones/electronics are not to be used at all on school buses. Students will receive a written warning, then a graduated loss (see: second violation, third violation etc.) as well as a graduated loss of bus privileges for any subsequent infractions. Any electronic devices will be confiscated into the care of school the administration.
- 10) Possession of a cell phone by a student is a privilege which may be denied to any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Forest Hill will not assume any responsibility for any theft/loss/damage to personal communications devices and electronics; nor will the school be held responsible for any unauthorized calls made on a cell phone.

#### **Electronic Devices**

Other electronic devices such as, but not limited to; digital cameras, MP3 players and Ipods etc., may be used in the classroom, but only with prior administrative and teacher authorization. Otherwise, these devices must not be visible during the instructional day. Students participating in field trips, extra-curricular activities, and athletic events must contact their coach/teacher for rules involving all electronic device use after school hours, or, on field trips. Coaches/teachers will set their rules and establish consequences involving the use and/or misuse of these devices.

**POSSESSION OF ELECTRONIC DEVICES IS A PRIVILEGE** which may be denied to any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. Forest Hill School will not assume any responsibility for theft, loss, or damage to electronic devices.

**STUDENTS MUST HAVE SIGNED PERMISSION FORMS FROM PARENTS/GUARDIANS IN ORDER TO BE ABLE TO HAVE ELECTRONIC DEVICES AT SCHOOL.**

**ANY MISUSE OF THE PERSONAL COMMUNICATION/ELECTRONIC DEVICE USE AGREEMENT WILL RESULT IN THE FOLLOWING:**

**First Incident:** The student will be warned, and the cell phone/electronic device will be confiscated into the care of school administration (Principal/Vice-Principal) for the remainder of that school day. The phone/device will be returned to the student at the end of that school day.

**Second Incident:** Cell phones/electronic devices will be confiscated into the care of school administration until a parent/guardian comes to the school for a conference to review the school policy regarding electronics, and, to collect the device. Parents/guardians must then sign a form stating that they understand that any subsequent violations will result in the student losing the privilege of having a cell phone/electronic device at school for a period of 1 (one) month. The cell phone/electronic device will be returned to the parent at that time.

**Third Incident:** Cell phones/devices will be confiscated until a parent/guardian comes to the school to retrieve the cell phone/electronic device. The student will lose their privilege to have a cell phone/electronic device at school for a period of 2 (two) months.

**Subsequent Incidents:** Any incidents after the third situation (not during a suspension period) will result in additional six weeks loss of privilege. Permanent suspension of privileges may ensue at this point.

**Students in possession of, or using, a cell phone/electronic device during a period when these privileges are under suspension, will receive consequences as stated in the student code of conduct, and, may result in suspension. Students found to be using a cell phone or electronic device to break other school rules (i.e. cheating, disrupting class, text messaging, etc.) may be subject to the student code of conduct which, again, may also may lead to suspension from school.**

**\*\*RETURN THIS PAGE TO THE APPROPRIATE CLASSROOM TEACHER\*\***

I acknowledge that I have read, understood, and agree to all conditions of the Acceptable Use Agreement as outlined. This agreement will be kept on file at the school for the academic year in which it is signed.

\_\_\_\_\_ My child/children has/have my permission to carry either personal communication and/or electronic devices at school, and, will use it/them only as stated in the guidelines above.

\_\_\_\_\_ My child/children does not/do not have my permission to have either personal communication, or electronic devices at school.

\_\_\_\_\_  
(Signature of Parent(s)/Guardian(s))

\_\_\_\_\_  
(Date/Year)

\_\_\_\_\_  
(Signature of Parent(s)/Guardian(s))

**\*\*PLEASE PRINT\*\***

Student(s) Name (first and last, please)	Grade/Teacher
<b>Example: P.G. Wodehouse</b>	<b>Gr. 7/ Mr. Chesterton</b>

**PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES  
ACCEPTABLE USE AGREEMENT  
INCIDENT REPORT FORM**

**Student:**

**Teacher/Grade:**

**Incident #**

Mr. and M

Date

This letter is to inform you that your son/daughter has misused the Cell Phone/Electronic Device Acceptable Use Agreement. At the beginning of this school year, you/your family received, read and signed the form which outlined the consequences for contravening the Acceptable Use Agreement.

This letter is to notify you that {NAME} has misused the privilege outlined in the AUA as described below:

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As a result, the following disciplinary action is being taken:

\_\_\_\_\_ a warning reminder to parent(s)/guardian(s) and student regarding the policy agreement.

\_\_\_\_\_ loss of cell phone/electronic device privilege for a period of one month.

\_\_\_\_\_ loss of cell phone/electronic device privilege for a period of two months.

\_\_\_\_\_ additional loss of cell phone/electronic device privilege for 6 weeks.

\_\_\_\_\_ permanent loss of cell phone/electronic device privilege at school

\_\_\_\_\_ other disciplinary action as outlined below:

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If you have any questions, feel free to consult your copy of the Acceptable Use Agreement, access it on our school website, or, call us during the day at (705)721-8300. We appreciate your support and understanding with this situation.

Respectfully,

D. Russell/S. Phillips  
(Principal/Vice-Principal)

**PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES  
ACCEPTABLE USE AGREEMENT**

**STUDENT:**

**Bus Warning:**\_\_\_\_\_

**Bus Incident#**\_\_\_\_\_



Dear

It has come to our attention that {NAME} has been accessing/using personal communications devices and/or electronics devices on the school bus. This is in contravention of the Personal Communication Devices and Electronics Use Agreement.

This communication is in keeping with that agreement, and, serves as a warning that, should there be any further incidents involving personal communication devices/electronics, {NAME} will then have put himself/herself in a position wherein a loss of bus privilege is warranted. We hope that this warning is sufficient to assist {NAME} regarding positive decision-making with respect to his/her behaviour on the school bus.

Respectfully,

S. Phillips/Vice-Principal

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**\*\*PLEASE DETACH, AND RETURN THIS SECTION TO THE FOREST HILL P.S. MAIN OFFICE\*\***



We have received the bus warning/incident letter, and, we have discussed with our child the need for better decision-making as to the Acceptable Use Agreement regarding personal communication devices, and electronic devices.

\_\_\_\_\_  
(Signature of Parent(s)/Guardian(s))

\_\_\_\_\_  
(Date)