



RICHMOND CHRISTIAN SCHOOL
EST. 1957

POLICY NUMBER AND NAME: 04.02.01 DIGITAL DEVICES IN SCHOOL POLICY	SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION
	VERSION: 1.0
	LAST REVISION DATE:
ADOPTED: AUGUST 26, 2024	REVIEW FREQUENCY: EVERY 3 YEARS

PURPOSE

On July 1, 2024, The Ministry of Education and Child Care amended the *Provincial Standards for Codes of Conduct Order* (the “Order”) to promote provincial consistency and to support Boards of education in ensuring that their schools have appropriate policies in place to restrict student personal digital device use.

Richmond Christian School’s policy and guidelines on personal digital device use are research-based and has been developed to support our commitment to partnering with parents.

REVIEW HISTORY		
DATE	VERSION	CHANGES



1. DEFINITIONS

- a. **Educational Digital Device (EDD):**
Refers to any personal electronic device that is approved or required for educational purposes, such as a laptop or tablet.
- b. **Personal Digital Device (PDD):**
Refers to any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, a tablet, smart watch, gaming device, and / or electronic toy.
- c. **Instructional Time:**
Time that includes scheduled class time, assemblies, guest presenters, field trips and other school-sponsored events.
- d. **School Day:**
The period of time from the first bell to the last bell when students are dismissed for the day.
- e. **Digital Literacy:**
The interest, attitude and ability of individuals to appropriately use digital technology and communication tools to access, manage, integrate, analyze and evaluate information, construct new knowledge, create and communicate with others.
- f. **Digital Citizenship:**
The ability to navigate our digital environments in ways that are safe and responsible, and to actively and respectfully engage in these spaces.

2. GENERAL GUIDELINES

- a. **Privacy**
 - i. Educational and personal digital devices are not to be used in areas where privacy is expected or required.
- b. **Accountability**
 - i. Accountability procedures will be determined by the Campus Principals and are included in student and parent handbooks.
- c. **Accessibility and Accommodation**
 - i. Personal digital devices may be used to support students with disabilities or diverse abilities as outlined in a student's support plan or Individual Education Plan.

- ii. Whenever possible, assistive technology to support student accessibility, communication and autonomy will be used on educational digital devices.
- d. Medical and Health Needs**
- i. Personal digital devices may be used to support medical necessities.
 - ii. The principal, classroom teacher and/or ESS Coordinator should be made aware when the use of a personal digital device is required to support medical necessities.
- e. Equity to Support Learning Outcomes**
- i. Considerations will be made to ensure personal digital device restrictions do not disproportionately impact some students more than others.
- f. Parental Partnership**
- i. Parents/guardians are expected to support the policies and guidelines regarding digital devices.
 - ii. Parents/guardians are expected to not contact their child on their personal digital devices during the school day. In cases of an emergency, parent(s)/guardian(s) should contact the school office where staff will facilitate communication as appropriate.
- g. Hours per day of Educational Digital Device**
- i. Use of Educational Digital Devices during the school day will follow the recommended time limits throughout the day. These limits are targets, knowing that different learning plans across subjects may vary.
 - 1) **Elementary**
 - a) K-2 - 15% of weekly instructional time
 - b) 3-5 – 25% of weekly instructional time
 - 2) **Middle**
 - a) Time using devices should not exceed more than 50% of weekly instructional time.
 - b) All lessons should be planned with the inclusion of non-technology-based learning activities.
 - 3) **Secondary**
 - a) All lessons should be planned with the inclusion of non-technology-based learning activities.

3. **CAMPUS GUIDELINES**

a. Elementary Campus (K to Grade 5)

- i. Students should not have personal digital devices in their possession during the school day, unless permission is granted by the Principal for educational purposes. This includes during recess and lunch or while outside on the playground or on school property.
- ii. It is recommended that students do not bring personal digital devices to school. Any personal digital devices brought to school should be powered off and remain in a student's backpack during the school day.

b. Middle Campus (Grades 6 – 8)

- i. Students are not permitted to use educational or personal digital devices before the start of school, during breaks or lunch. This includes while outside on the playground or on school property.
- ii. Students are not permitted to use personal digital devices during the school day.
- iii. Students are permitted to use educational digital devices during the school day, at the direction of staff for instructional purposes only.
- iv. Students are permitted to use educational and personal digital devices after school, in the middle campus hallways, atrium, lobby or gym.

c. Secondary Campus (Grades 9-12)

- i. Students are not permitted to use personal digital devices on all areas of school property from the first bell to the end of the school day, including during breaks and lunch. Students are permitted to use educational and personal digital devices after school.
- ii. When approved by staff for instructional purposes only, students are permitted to use personal digital devices during instructional time.
- iii. All personal digital devices must be powered off and not on their person. Students are responsible for ensuring that it is stored in a safe location (i.e. locker, backpack, etc.).