



Personal Digital Devices Policy

Updated September 2026

Students are expected to adhere to the following:

1. Unless stated by staff, cell phone use and other personal digital devices are prohibited during instructional time, supervised school field trips, or other supervised school functions. In learning spaces, students will place all personal digital devices in the “cell phone hotel”.
2. Students must keep cell phones and other personal digital devices out of sight and in silent mode or off and placed in lockers, backpacks, or another secure location.
3. Cell phones and other personal digital devices may be used during the non-instructional time on school grounds: before school, after school, and during lunch and travel time between classes.
4. Students may use personal digital devices as outlined in an Individualized Education Plan (IEP) or for authorized health or medical reasons.
5. If students need to place an emergency phone call during instructional time, they should request to go to the main office to use their phone or an office phone.
6. Students may be subject to disciplinary action if their personal digital device use disrupts the school’s educational environment and compromises aspects of school safety. Examples of this include, but are not limited to, cheating, bullying, harassment, unlawful recording or photographing, and violating other school or District rules.
7. The school and its staff are not responsible for any damage to or theft of a student’s cell phone or personal digital devices. Students must adequately secure and care for their phones and other electronic devices.
8. Parents, guardians, and caregivers can contact their children via cell phones during non-instructional time. In an immediate emergency, they can call the school’s main office.

If students violate the school’s cell phone policy, the following may occur:

First Violation: A staff member may confiscate the student’s personal digital device (ex: cellphone), which may be held until the end of the class or the end of the school day. Before returning the device, the student must discuss the violation and review the digital device policy with a staff member.

Second Violation: The student’s personal digital device may be confiscated and held in the main office until the end of the school day. The student’s parents/caregivers will be contacted by the staff member and informed of the refusal to follow the school’s digital device policy.

Third Violation: The student’s personal digital device may be confiscated and held in the main office until the student’s parents/caregivers are able to retrieve it. In consultation with a parent/caregiver, the student will be prohibited from bringing their personal digital device on school grounds for a predetermined amount of time.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviours that break the law or engage in bullying or harassment may result in further disciplinary action.*

***It should be noted that refusal to surrender a cellphone or other personal digital device when directed to do so by a school staff member, teacher or administrator violates our school’s [Code of Conduct](#). Insubordinate behaviour may result in suspension or the loss of other privileges.*