



William G. Davis Public School



## The Use of Personal Handheld Devices as Learning Tools

William G. Davis believes that technology can be a powerful tool to enhance learning. We have spent a great deal of time discussing Digital Citizenship –the safe, legal and ethical use of technology. The concept of Digital Citizenship is one that encourages students *themselves* to be responsible for making positive decisions regarding their use of technology. Digital Citizenship encourages students to be knowledgeable about the web and promotes life-long use of, and learning about, technology. We believe that assisting students to use handheld devices (cell phones, ipods, ipads, tablets) responsibly is very important.

Below is a set of expectations we have to use of personal devices in our school. Failure to comply with these expectations will result in devices going to the office for further investigation. The following consequences will be considered: removal of privileges, phone call to parents, retaining the device for parents to retrieve, detention, or suspension, depending on the individual circumstance.

### User Expectations:

1. William G. Davis is not responsible for the safety of the device if it is lost, broken or stolen. We will investigate the incident to the best of our ability.
2. During school hours, **all** cellular phones must be on **silent mode** to avoid interrupting a class or lesson or distract students from learning.
3. There will be NO picture taking, video recording, audio recording, watching video or listening to playlists during school hours unless directed by a teacher for specific instructional purposes. This includes outside, in the hallways and in the cafeteria at Nutrition Breaks. Please note that unauthorized uploading and/or sharing of photos or video is a serious offence that may include consequences from school and the Waterloo Regional Police Service.
4. There will be NO personal phone calls or texting during school hours, 8:20 am to 2:50 pm. All personal communication will go through the office (i.e., parents/guardians are to contact the school to give a message). If the best way to reach a parent is through a text, then the student must do so at the office, under the supervision of Davis staff.
5. Handheld devices will be used during instructional time only with teacher permission as a tool for learning. They should not be seen or heard until the teacher has specified the correct time to use such a device or class procedure states otherwise.
6. Handheld devices may used in the cafeteria during the second half of Nutrition Breaks only and must adhere to our policies, including permission of the duty teacher to initially use the device.

7. Each teacher will explain their own specific procedures for the use of handheld devices, if they are permitted at all, in their classroom.
8. No handheld devices will be brought into the change room due to theft and privacy issues. They are to be kept in lockers during Phys. Ed. and not used in the washrooms or change rooms at any time.
9. Social media sites will be accessed only with teacher direction for instructional purposes (this means no personal tweets, Facebook entries, Youtube, SnapChat or any app that is similar in nature)



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## HANDHELD DEVICE CONTRACT

I \_\_\_\_\_, agree to follow the expectations as stated above. Signing this agreement allows me to have my device with me, during school hours, under the specific direction of my teachers and school staff. I understand that if I do not follow the expectations, my device will be given to the office and I will accept the consequences given.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

