

Personal Electronic Devices

(AP 352)

For the purposes of this document, a personal electronic device is considered to be any device capable of digital or analog communication and includes, but is not limited to: cell phones, iPods, iPads, laptops, Chromebooks, smart watches, headphones, earbuds, etc.

- Students are responsible for their own personal electronic devices. The school is not responsible for lost, stolen or broken phones or other electronic devices. There is an inherent risk to bringing personal electronic devices to school.
- Students are permitted to use electronic devices during non-instructional times throughout the day. This includes breaks between classes and lunch break.
- Electronic devices are not permitted in any change room or washroom, including off campus facilities.
- Photographing or video recording staff or students is only allowed with the permission of the subject. Unauthorised photographing or recording is prohibited.
- Electronic devices are not permitted during instructional times (class time). Students need to leave their electronic devices in their lockers or turn them into the teacher when entering the classroom. If an electronic device rings or is used during class time without teacher permission, this will be considered a violation of this policy.
- Listening to music during instructional time is prohibited.
- Personal electronic devices may not be used in the hallways, bathrooms, or any other area during class time, even during bathroom breaks, regulation breaks, etc.
- Teachers and administrators may, at their discretion, allow students to use personal electronic devices with explicit permission.
- Teachers and administrators are permitted to confiscate personal electronic devices and store them in a secure location in the office.

First Offence	<ul style="list-style-type: none">• Phone will be turned into office for secured storage.• Parent or guardian notified.• Student will be given a 1 day in-school suspension.
Second Offence	<ul style="list-style-type: none">• Phone will be turned into office for secured storage.• Parent or guardian notified.• Student will be given a 2 day in-school suspension.
Third Offence	<ul style="list-style-type: none">• Phone will be turned into office for secured storage.• Parent or guardian notified.• Student will be given a 3 day suspension, in or out of school.• Violation may be referred to the SLC and/or Addictions counsellor.

	<ul style="list-style-type: none">• Student will be provided with an individual plan regarding personal device usage at St. Mary's, such as a requirement to sign phone in at office for storage each day upon arrival.
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*Progression of consequences are subject to administrator discretion.