



## Westsyde Secondary School Digital Device Policy

Dear Parents and Guardians,

At Westsyde Secondary School, we are dedicated to fostering an environment that prioritizes learning and empowers every student to reach their full potential. To uphold this standard, we will be implementing important restrictions regarding the use of personal digital devices, including cell phones, in alignment with the [Ministerial Order - M89](#). By placing restrictions on personal device use, we are refocusing its purpose during instructional time.

### **M89/SD73 - Digital Device Restriction:**

Comply with **restrictions** on personal digital device use at school to promote online safety and focused learning environments by demonstrating:

- use of personal digital devices for instructional purposes and digital literacy development;
- use of personal digital devices that is appropriate to a student's age and developmental stage;
- use personal digital devices for accessibility and accommodation needs, including medical and health needs;
- use personal digital devices to support equitable access to learning outcomes.

### **What is Considered a Digital Device?**

- Cell phones
- Smart watches
- Tablets
- Computers
- Earbuds/Headphones
- Music players
- Portable gaming devices

### **School Restrictions on Digital Device**

- **During Instructional time:** Personal digital devices will not be permitted for use in the classroom.
- **No personal device zones:** All school areas, including bathrooms, hallways, and common areas, will be designated as No personal device zones during class time.

### **What is considered instructional time?**

- Instructional time at WSS is defined as class time (period 1,2,3,4, Literacy block & Connections block) as outlined on the school website.
  - [WSS School Bell Schedules](#)
- Morning break, lunch break and class change are not considered instructional time.

### **Storage of Digital Devices**

During instructional periods, students will be required to store their personal digital devices (turned off or in silent mode) in a location designated by their classroom teacher. Acceptable storage options may include:

- Classroom storage areas
- Lockers
- Backpacks or purses

Note, WSS does not assume responsibility for the safety, security, loss, repair or replacement of any personal digital devices.

### **Accommodation for Students**

Westsyde Secondary is committed to meeting the needs of all students. Students requiring specific accommodations related to digital devices will be identified by our Learning Assistance Teacher, School Counsellor, or Administrator.

International students who require translation assistance may use translator-only devices as an accommodation.

### **Progressive Discipline for Non-Compliance**

Our policy for addressing non-compliance is in the spirit of educating and empowering our students to redefine the use of personal digital devices.

1. **First offense:** The teacher will confiscate the device for the duration of the class, and will contact the parent or guardian.
2. **Second offense:** The student will be required to turn in their device to the office for the remainder of the day, and an administrator will contact the parent or guardian.
3. **Third offense:** The student will turn in their device to the office for the remainder of the day, and the parent or guardian will be asked to collect the device from the office.
4. **Continued non-compliance:** If the student repeatedly disregards the policy, a meeting will be arranged between the family, the student, and an administrator to create a personalized device plan.

### **How can parents support their students?**

We kindly ask that parents support this policy by having a conversation with their student about the WSS Personal Digital Device Policy. The links below include resources that can support your conversation. Further to this, we are asking parents to refrain from contacting students during instructional time. In case of an emergency, please contact the school at **250-579-9271**, and we will ensure your student is reached promptly.

### **Digital Device Information:**

- [Personal Digital Device Restrictions Support Guide \(PDF\)](#)
- [CBC - Social Media Impacts on Teens \(Nov 2023\)](#)
- <https://mediasmarts.ca/digital-media-literacy>