



Sacred Heart School

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USE OF PERSONAL COMMUNICATION DEVICES (PCDs)

At Sacred Heart School, as part of our ongoing efforts to create an optimal and distraction-free learning environment, and in alignment with [Ministerial Order \(#14/ 2024\)](#), Sacred Heart has implemented the following:

Definition of PCD: any personal electronic device that can be used to communicate with or access the internet, including, but not limited to cell phones, tablets, smartwatches, and air pods.

Procedures

1. All students must adhere to STAR Catholic's Acceptable Use of Technology policy.
2. Personal Communication Devices (PCDs) are not to be operated by students during regularly scheduled instructional time, or during any school events, such as an assembly, mass, or guest speaker.
 - 2.1. Students in Kindergarten to Grade 6 are encouraged to leave their PCDs at home.
 - 2.2. Should a student at any grade level choose to bring their PCD to school, the PCD is to be powered off and stored in the student's locker.
 - 2.3. Exceptions may be outlined in a student's medical plan.
3. **Non-instructional Time:**
 - 3.1. Students in Kindergarten - Grade 6 will not have access to their PCDs at any point during the school day. PCDs must remain powered off and in student lockers for the duration of the school day.
 - 3.2. Students in Grades 7-9 will be allowed to use their PCDs during lunch break, from 11:35-12:25. At the end of lunch break, the PCDs will be powered off and returned to the students' lockers.
 - 3.2.1. PCDs may only be used by Grades 7-9 students in The Pit, The Way, and outside of the school building. They are not allowed in the gyms or Learning Commons (library).
4. PCDs are not to be taken into test or examination settings.
5. PCDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

6. As per the Ministerial Order and division stipulations, social media use is not permitted on school grounds (inside or outside the school building).
7. Parents who need to reach their child can contact the school office at 780-352-5533. Students will be allowed access to the classroom phone or office phone with permission from the classroom teacher.
8. In the event of an emergency during instructional time, PCDs are to remain in students' lockers.
 - 8.1. In the event of an emergency such as a Hold & Secure or Lockdown during non-instructional time when PCDs are allowed in Grades 7-9, all PCDs are to be handed in to the teacher or staff member upon arrival to a classroom.
9. Students who bring PCDs to the school are expected to comply with all parts of Administrative Procedure 350 (Student Code of Conduct). Students who consistently refuse to comply with the school's procedures for use of PCDs in the school setting will be subject to disciplinary measures detailed below:
 - 9.1. **Reminder and Office:** The first step is a reminder to the student about the policy; the PCD will be placed in the school office for safekeeping and may be picked up by the student at the end of the school day.
 - 9.2. **Office and phone call to parents:** If the student continues to use their PCD, it will be placed in the school office for safekeeping and administration will make contact with the parent/guardian. The PCD may be picked up by the student at the end of the school day.
 - 9.3. **Office - Parent to Pick Up:** Should the issue persist, the PCD will remain in the office, and a parent or guardian must pick it up. If the student continues to bring the PCD to school, administration reserves the right to ask that the PCD be stored in the school office daily for up to one week following this third incident.
 - 9.4. **In-School Suspension:** Continued non-compliance will result in an in-school suspension, reinforcing the importance of following the policy.
 - 9.5. **Out-of-School Suspension and Parent Meeting:** As a final measure, the student will face an out-of-school suspension, and a meeting with their parent or guardian will be required to discuss the situation and plan for a successful solution.
10. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner or user. The District assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.
 - 10.1. PCDs that are taken temporarily from students by support staff, teachers or administrators will be securely stored in the school office.

Kind regards,

Sacred Heart School Administration