



# Balaclava Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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## **Responsible Use of Technology and Personal Devices** **At Balaclava School**

Many students at Balaclava bring a personal device to use while at school (e.g. cell phone). Students may also, at times, use school devices (e.g. school ipads).

*“Digital technology and personal electronic devices enable staff and students to work and learn in both the physical and digital worlds. These devices, therefore, create new and exciting learning opportunities as knowledge and learning resources are more readily available than in the past. However, there is the potential for the inappropriate use of these devices as well. It is important for all stakeholders to understand that expectations for behavior are the same in both the physical and digital worlds, and that use of digital technology in schools comes with responsibilities and high expectations for behavior.” (HWDSB Procedure for Policy 6.1, Responsible Use of Digital Technology Procedure)*

In order to provide a learning environment that is as safe as possible for all students, the following expectations are to be followed by all students at all times at school.

- During instructional time, devices are only to be used for learning, under the direction and supervision of the teacher or educator.
- During instruction time, non educational purposes (e.g. texting, social media) are not to be used.
- During non instructional time (e.g. nutrition break, before school, after school) students are permitted to use their device to the extent that it aligns with the Code of Conduct. Students should have the clear permission of a parent/guardian to use their device during these times for parent-approved social media sites, music, etc. Students are responsible for choosing media that is appropriate for school (e.g. mindful of inappropriate language, violence, mature content, hate speech or action).
- At no time during non instructional times of the school day should any student use their device to take or post photos or videos.
- During instructional time, video or photos should only be taken under the direction and supervision of a teacher, for a specific educational purpose, and with the clear consent of everyone being recorded.
- Students are responsible for the use and storage of their personal devices. The school does not accept responsibility for lost, damaged or stolen personal electronics; students bring devices to school at their own risk.
- Personal electronic devices may not be taken into washrooms or change rooms for any reason.
- When creating content (e.g. social media posts, texting, messaging) both at school and outside of the school day, students are responsible for showing respect and responsibility for others, as their actions and behaviours can have an impact on school climate.

***To ensure a full understanding of expectations of student use of devices, students and their parent/guardian must review and agree to the expectations listed.***

### **Parent/Guardian Consent**

I have read the Responsible Use of Technology and Personal Devices at Balaclava School Procedure and understand the expectations for my child's use of a device.

I have discussed with my child my expectation about what sites and content is appropriate for their use during non instructional times.

I understand that the expectation for students who need to contact a parent/guardian during the instructional day is to alert their educator and/or come to the office.

I understand that if my child does not follow these expectations while at school that their use of personal or school devices may be further restricted and may result in progressive discipline measures.

I am aware of resources directed to parents/guardians such as: <https://mediasmarts.ca/parents> to help guide conversations about media use by my child.

\_\_\_\_\_ I Agree and Consent to the Above

### **Student Consent**

I understand that during instructional time my device is only to be used for learning and when my teacher gives permission to do so.

I understand that before and after school and on nutrition breaks, I can use my device but I need to use it in appropriate ways. I will discuss with my parent/guardian and educators what is appropriate for school.

I understand that if I need to contact a parent/guardian during the instructional day that I will first talk to my teacher or come to the office to let them know what I need.

I understand that I am not permitted to take photos or videos while at school during class or non instructional times unless the teacher has given permission to do so for school work purposes. I also understand that if I am taking anyone's photo or video that I must have their consent to do so.

I understand that I am responsible for my own device and for the responsible use of school devices.

I understand that I can't take my device into the washroom or change room.

I understand that, even when I'm not at school, I am responsible for using social media respectfully, responsibly and kindly. I also understand that if I use it inappropriately I could have my device temporarily taken away and can be disciplined for my actions.

\_\_\_\_\_ I Agree and Consent to the Above