



Prince of Wales Elementary School  
PROUD SCHOOL OF HAMILTON-WENTWORTH  
DISTRICT SCHOOL BOARD

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## **PRINCE OF WALES CELL PHONE PROCEDURE**

The Ministry of Ontario's **Code of Conduct** sets standards of behaviour for all school boards to follow. This includes specific language around the use of mobile devices during instructional time. The use of personal mobile devices during instructional time is permitted under the following circumstances:

- for educational purposes, as directed by an educator
- for health and medical purposes
- to support special education needs

HWDSB's **Responsible Use of Digital Technology Procedure** underscores the importance of understanding that expectations for behaviour are the same in both the physical and digital worlds, and that the use of digital technology in schools comes with responsibilities and high expectations for behaviour. This includes:

- The responsible use of technology contributes to safe, accepting, and inclusive learning and working environments
- Student use of technology during instructional time is for educational purposes only, and only with teacher permission
- Student use of technology outside of instructional time respects the dignity, rights, and privacy of all staff and students and is never used for cyber bullying, viewing inappropriate content, or racist, sexist, classist, homophobic, transphobic, ableist, or any other oppressive behavior

At Prince of Wales, **cell phones and devices MAY be used:**

1. During instructional time for educational purposes or emergency use only, with teacher/staff permission.

*An emergency is defined as "a serious, unexpected, and often dangerous situation, which poses an immediate risk to health, life, property, or environment".*

2. During nutrition breaks.

*Staff members and teachers have the right to determine the appropriateness of all content. Final decision on appropriate use falls to the vice-principal / principal.*



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Cell phones **MAY NOT** be used:

1. To call or text a family member during instructional time. This must be done at nutrition break, or with staff permission.
2. To call or text a friend during instructional time.
3. To record audio or video, unless given permission by a staff member for a school related assignment.
4. To bully or harass another student or staff member.
5. To share inappropriate content with another student or staff member.

Failure to follow the guidelines as stated above will result in the school contacting parents/guardians, losing cell phone/device privileges and, in serious instances, possible suspension.