



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

77 Melrose Avenue North  
Hamilton, Ontario L8L 6X4  
Phone: 905.667.5870  
Fax: 905.667.5868

EMAIL: [princeofwales@hwdsb.on.ca](mailto:princeofwales@hwdsb.on.ca)  
PRINCIPAL: Mubina Panju  
VICE-PRINCIPAL: Tamara Baggio  
[hwdsb.on.ca/princeofwales](http://hwdsb.on.ca/princeofwales)

## **Responsible Use of Digital Technology: Mobile Devices in Schools**

Policy/Program Memorandum 128 takes effect on September 1, 2024. This memorandum will help to further enforce a positive school climate in all HWDSB schools that supports the achievement and wellbeing of all HWDSB students and respects all human rights. More information can be found here: [Provincial Code of Conduct](#), [HWDSB Code of Conduct](#) and [Responsible Use of Digital Technology Procedure](#).

At Prince of Wales:

- Students in **Kindergarten to Grade 8** must have their devices stored out of view and powered off (or on silent mode) throughout the full instructional day, including nutrition breaks.
- Families and caregivers can reach their child at any time by calling the school's main office. Students are responsible for their personal mobile device, how they use it and the consequences for not following the board's policy on personal mobile device use. If an educator sees a personal mobile device not stored out of view and powered off, they must require it be handed in for the instructional day and placed by the student in a storage area in a location designated by the principal and vice-principal.
- 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

Failure to follow the guidelines as stated above will result in the school contacting parents/guardians, and following the progressive discipline policy.