



WSD RESPONSIBLE USE OF TECHNOLOGY - CELL PHONES

WSD Policy JFCBA: Responsible Use of Technology and Social Media

All teachers and designated support staff shall ensure that:

- a) All students who use Division networks/devices or personal devices are aware of the Responsible Use Guidelines.
- b) In-school student access to online information resources for classroom assignments/projects including the Internet is under direct teacher supervision and guidance.
- c) Students who have access to online resources shall receive classroom activities/opportunities in support of digital citizenship.
- d) Students and/or staff who bring personal devices on Division property are responsible for its safekeeping. The Winnipeg School Division will not assume responsibility for the loss, destruction, damage or theft of any electronic communication devices.
- e) The use of Division's or personal devices to access online content must not interfere or disrupt the school or work environment.

Kelvin Cell Phone Policy:

Cell phones can be used as a learning/teaching tool in classrooms under the supervision and direction of teachers. Cell phone use is at the discretion of the teacher. Cell phones are never to be a distraction to the learning of individual students, students and teachers at any time.

Photos or videotaping is prohibited at all times unless permission has been granted beforehand.

When a student is using a cell phone inappropriately, the following steps will be taken:

1. Teacher will review the responsible use of technology policy and the already discussed cell phone rule for the class.
2. If the problem continues, the teacher will confiscate the cell phone until the end of class. The cell phone will be returned to the student at the end of class. The teacher will indicate this infraction in Mayet notes.
3. If the problem still continues, the teacher will confiscate the cell phone and will bring it to an administrator. The administrator will meet with the student at the end of the school day. The policy will be reviewed. The student will then read and sign our Kelvin Cell Phone Procedure form. If there is another infraction, the phone will be brought to an administrator, the student's parent/guardian will be contacted, and the parent/guardian can pick up the phone at the end of the day or at their earliest convenience. All communication will be entered in Mayet notes.