



Lakeland Ridge School Personal Communication Device Policy

In accordance with Elk Island Public Schools' (EIPS) [Personal Communication Devices Board Policy 24](#) and [Administrative Procedure 145](#), staff and students of Lakeland Ridge School will be expected to adhere to the following procedures with respect to the use of personal communication devices at school.

Personal communication devices (PCDs) are any personal digital devices that connect to the internet through WiFi, cellular network or other mobile devices.

As communicated in EIPS policy, students who bring PCDs to school do so at their own risk. The security and storage of these items is the sole responsibility of the owner/user. Lakeland Ridge School and EIPS assume no responsibility for the safety, security, loss, repair or replacement of PCDs. Owners and users of PCDs who bring and use their devices in violation of this policy are accepting the risk that their devices may be confiscated.

Students in Kindergarten through Grade 6 are not allowed access/use of a PCD at school at any time during regular school hours including morning and lunch breaks. If devices are brought to school, they are to remain in student lockers or backpacks.

Students in Grades 7 through 9 are not allowed access/use of a PCD at school at any time during regular school hours except during morning break (between periods 2-3) and during lunch hour. Devices that are brought to school are expected to stay in student lockers at all times except during the two aforementioned breaks.

The consequences for students who are in violation of the policy above will be as follows:

- First offence - The student will be asked to hand over their device. The device will be placed in a sealed envelope and stored in the office. The student can pick up their device at the end of the day.
- Second offence - Parents will be contacted and the device will be placed in a sealed envelope and stored in the office until a parent can pick it up.
- Third offence - The student will serve one half-day in-school suspension.
- Further infractions will be dealt with on an individual basis as students will also be in breach of Elk Island Public School Student Code of Conduct ([Administrative Procedure 350](#))

The policy and student consequences will be reset at the beginning of each semester.

Lakeland Ridge staff shall serve as role models and as such will only use PCDs to ensure the promotion of caring and respectful learning environments. As outlined in board policy staff may use PCDs for defined educational/work purposes or during scheduled breaks or lunch periods.