

Student Personal Communication Device VPE Policy

Palliser's: [Communication](#) / [Policy](#)

PCD = cell phones, tablets, personal computers, smart watches, earbuds, gaming devices, etc.

PCD acceptable use

- K-6 never, except medical use.
- Field Trips - no PCD's allowed except for medical use.
- Exceptions include:
 - Medical reasons: PCDs required for health-related purposes.
 - Inclusive education needs: When required as part of an Individualized Education Plan (IEP).
 - Principal's discretion: Special circumstances as determined by the school principal.

PCD Storage

- Sounds off
- In backpacks, except medical purposes (these can sit on the teacher's desk)
- If confiscated, PCDs will be transported to the office by the student to be locked up. Students can get them back at the end of the day.
 - If multiple confiscations occur in a week, parents will have to pick up PCDs.
 - If this is still a concern, PCDs will be placed in the office locked box at the beginning of each day and picked up at the end of the day.

Disciplinary Measures:

1. Ask to put away, conversation with student and parent (if appropriate)
 - a. Share with other staff (text and /or in person)
2. Temporary confiscation in office*, students pick up at the end of the day.
 - a. Parents informed about the confiscation
3. Temporary confiscation in office*, parents must arrange to come in to pick up.
4. PCDs will be placed in the office* the beginning of each day and picked up at the end of each day.

Emergency Use:

- Staff will have access to devices and may use them appropriately during emergencies such as Fire Drills and Lockdowns.
- Students should not have their devices with them and PCDs are not to be used during emergencies.
- If families need to contact their child(ren), they can contact the office through call (403-485-2074), email (shellie.taylor@pallisersd.ab.ca), and/or on the Parent Portal on Edsby.

Staff Personal Communication Device VPE Policy

- Keep on person for emergency contact
- During instructional hours, use should be limited to instructional/professional purposes (eg. attendance, referencing schedules, emails, taking pictures etc.)
- ATA note: it is recommended by the ATA that you do not put your work email on your phone or give your personal phone number out to parents. This is to help maintain work-life balance.
- If using Palliser wi-fi, please remember that Palliser will be able to see what you look up or use your phone for (eg. banking information, social media logins, etc.)
- Staff need to make sure they are following FOIP.