

PRINCETON SECONDARY SCHOOL

USE OF PERSONAL DIGITAL DEVICES

While cell phones are the primary personal digital device for most students, **a personal digital device includes, but is not limited to, any electronic device that can be used to communicate or to access the internet, such as cell phones, tablets, smart watches, gaming devices and electronic toys, and includes the use of earbuds and headphones.**

For students in Grade 8-12:

- Personal Digital Devices should be silent and stored in lockers or backpacks during class time. Should not be on person during instructional hours.
- Personal Digital Devices may be used for communication purposes at break time, before and after school, and at lunch.
- Most phones are equipped with a camera that has the potential to invade the privacy of our staff and students. Camera phones are not to be used in bathrooms and changerooms for the protection of everyone. Photos or videos of others cannot be taken without consent.
- Occasionally at the teacher's discretion, digital devices may be used in class for educational purposes and as a part of teaching responsible use.

Exemptions: PSS is committed to equity and accessibility and therefore may allow exemptions to personal digital device restrictions for certain purposes including:

- Medical support needs
- As part of a Competence Based Individual Education Plan or Service Plan
- In case of emergency, students can access their phones with teacher or administrative approval.

Teachers and support staff are expected to enforce and model no Personal Digital Devices during class.

Violations: Students in violation of the Personal Digital Device Policy will go through a tiered system of discipline actions.

Level 1 – A warning from the classroom teacher and confiscation of the personal digital device for the remainder of the class. The student will then be expected to return the digital device to their locker or designated area before the next class.

Level 2 – The personal digital device will be confiscated by the teacher and brought to the office and returned at the end of the school day. The teacher will contact the family and submit a behavior report to the office.

Level 3 – After 3 office referrals, the student may be required to store their digital device in the office for a period of 1 or more days. The administrator will contact the family.

Level 4 – If continued infractions of the Personal Digital Device Policy occur, they will be addressed individually with the teacher, family, and administrator meeting to discuss a support plan for the student. Students may be required to store their digital device in the office during the school day and pick it up at dismissal while waiting for meeting to take place.

Students who are in the office for detention or work purposes will be required to relinquish their phone while in the office to prevent off-task use of phones.

Students have many hours in the day to use their cell phones as they wish. We expect class time to be focused on learning and expect that students and parents share that priority for school time. Parents/ Guardians are asked to support us in ensuring student cell phones do not disrupt class. / Guardians who need to urgently reach their child should contact the school office at 250-295-3218.

Note: PSS is not responsible for lost or stolen electronic devices. Students are advised to keep valuable items in their personal locker, as it is the most secure place.

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