

CORNERSTONE CHRISTIAN ACADEMY

PERSONAL DEVICE and SOCIAL MEDIA POLICY

BACKGROUND

The digital age has led to the proliferation of personal devices in society. We acknowledge that personal devices can be useful at times and are often necessary in the work environment. However, in general they are detrimental to learning environments and are having an increasingly negative impact on school culture, academics and social interactions. Students do not need personal devices to fulfill their role at school and will need to follow the guidelines below. In particular, personal mobile devices (cell phones and other cellular-connected devices) may undermine a positive school atmosphere and work against the learning environment we are striving to cultivate.

The purpose of this policy is to remove unnecessary distractions, create an environment more conducive to learning and improve social interactions among staff and students. In addition, restricting personal devices will also serve to better protect students at CCA by limiting opportunities to share inappropriate content available on the Internet.

1. DEFINITIONS used in this Policy,

- a) “personal device” refers to all personal electronic devices that may or may not have Internet capability, including but not limited to Smartphones, Smartwatches, cellphones, E-readers, tablets, MP3 players, gaming systems, etc.
- b) “social media platforms” refers to all social media platforms that allow interacting with others, including but not limited to Facebook, Instagram, LinkedIn, Snapchat, TikTok, Twitter, WhatsApp, etc.
- c) “school network” refers to computers, electronic devices, LAN ports, and WIFI that are interconnected for the purpose of exchanging data and sharing resources.

2. POLICY:

- 1. The following guidelines apply to all students at CCA.
 - a. The use of personal devices is not permitted during school hours.
 - b. During school hours personal devices must be stored in the school provided “Cellphone locker” in the office. Students who drive to school can also leave their personal device(s) in their vehicle.
 - c. Personal devices may be limited during after-hours extra-curricular and off-site school activities. A coach or staff member will communicate expectations for the use of personal devices at athletics events, field trips, and other off-campus activities.
 - d. Personal devices may be allowed during school hours under the following circumstances:
 - i. For educational purposes staff have the flexibility to allow the use of personal devices (e.g. Project, audio-visual assignment.)

- ii. For health and medical purposes (e.g., monitoring insulin levels); the school reserves the right to request a clear rationale and/or medical documentation may be required to support an exception.
 - iii. To support special education needs (approved on a case-by-base basis).
 - iv. For 'ii' and 'iii' above, the school reserves the right to limit the use of and provide guidelines for storing of personal devices.
- e. At any point during school hours or during a school activity staff may confiscate a student's personal device if school guidelines are not being followed.
- f. When a personal device is confiscated and there is reasonable suspicion of inappropriate use and/or activity, the device will only be turned over to parents or to law enforcement as deemed appropriate.
- g. If there is reason to believe that an assessment has been compromised by the use of technology (personal device or other tool) the results of the affected assessment(s) will not be recorded, and disciplinary measures will apply.
- h. Students may continue to wear athletic watches during school hours that are not connected to cellular technology or WIFI.
- i. Personal devices are permitted on buses but must be stored in the "Cellphone locker" in the office when students arrive at school.
 - i. Staff have the right to restrict the use of personal devices on fieldtrips utilizing buses.
- j. A phone is available in the office for students, subject to the discretion of office staff.
- k. Parents needing to contact their children during the school day are welcome to call the office to have a message passed on.
- l. The use of social media platforms is not permitted during school hours on personal devices, school devices, or on the school network.
- m. The use of social media platforms is not permitted outside of school hours on school devices, or on the school network.
- n. Social Media may be allowed during school hours under the following circumstances:
 - i. For educational purposes staff have the flexibility to ask the Principal to allow the use of social media (eg. Project, audio-visual assignment.)

Consequences for Personal Devices

1. First offense: the personal device will be confiscated and kept in the school office. Students can retrieve their device at the end of the school day. Parents/guardians will be notified.
2. Second offense: the personal device will be confiscated and kept in the school office. Students can retrieve their device at the end of the school day. Parents/guardians will be notified of the second offence and the student will serve a detention.
3. Third offense: the personal device will be confiscated. The device will be released only to a parent/guardian.
4. Additional offences and related consequences will be determined at the discretion of school administration. These include but are not limited to additional detentions, removal from extra-curricular activities, and school suspensions. The procedures and guidelines in the Discipline Policy will be followed when students continue to display improper attitudes or actions.

Consequences for Social Media

1. First offense: students will lose privilege of using school devices/network for the day. Parents/guardians will be notified.
2. Second offense: students will lose privilege of using school devices/network for two days. Parents/guardians will be notified of the second offence and the student will serve a detention.
3. Third offense: students will lose privilege of using school devices/network for a week. Parents/guardians will be notified of the third offense and the student will serve an in-school suspension.
4. Additional offences and related consequences will be determined at the discretion of school administration. These include but are not limited to additional detentions, removal from extra-curricular activities, suspension of school account, and school suspensions. The procedures and guidelines in the Discipline Policy will be followed when students continue to display improper attitudes or actions.