



## ***ELECTRONIC DEVICE POLICY*** **2023 – 2024**

At Kells, we embrace technology and are sensitive to the rapidly changing digital environment. The vision of the school is to build a relevant and resilient technology platform that can:

- Improve educational outcomes and help students attain their highest learning potential
- Empower students with the necessary knowledge and skills in an increasingly digital world
- Provide the perspective to shape the uses of technology, rather than be shaped by them

### **Currently Owned or New iPad**

If the student already has a functional Kells iPad from a previous year, they may still use it for the 2023-2024 school year. **If you wish to order a new device, it will be a MacBook.**

**Please submit your purchase form and payment by August 10, 2024**  
in order for the Kells' IT Support Team to have it ready for the first week of school.

<https://forms.kells.ca/forms/KellsiPad2022/KellsiPad2022.php>

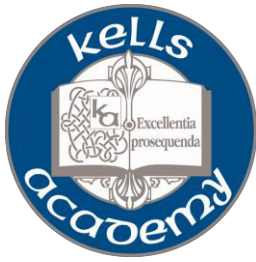
**\*Please note:** If your device order is not submitted by **August 10th**, your delivery may be delayed.

### **Devices**

1. Students are only permitted to use Kells **iPads, MacBooks, or approved laptops (for Grade 10 AND 11 students or if stated in an IEP)** during class time. Inappropriate use of iPads, laptops or the internet will be considered a serious behavioural infraction. Students found responsible will lose electronic device privileges and may be subject to further disciplinary action. **Alternative devices may only be used in the classroom for special circumstances with the teacher's permission.**
2. **Cell phone usage is not permitted in the school building.** Cell phones will be confiscated by the teacher should a student use their cell phone at school and repeated use may be subject to further disciplinary action.

### **Procedures & Expectations**

3. Communication is becoming ever more important in school life and the academic success of students. With all students now required to be connected during the school day, the Academy expects students to check their Kells email accounts daily for information relating to their classes including notifications of changes or special events (room changes, special assemblies, substitute teachers). Failure to engage in email communication may result in disciplinary action.



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4. As iPads and laptops are a necessary tool in most classrooms, this privilege carries with it very explicit responsibilities. Students are to be respectful, courteous, and appropriate when communicating electronically.
5. Passwords for devices and email and portal accounts are not to be shared as each student assumes the responsibility for their respective account. Likewise, students are not to try to work around passwords or electronic security is not allowed.
6. It is expected that students be responsible for their devices, making sure they are charged and ready for use in the classroom. These devices are expensive and it is the student's responsibility to make sure that they are vigilant in keeping the device secure.
7. Students are not to touch, borrow or use another student's device without the expressed consent of that student. If you need a temporary replacement, please contact administration.
8. iPads and laptops in the classroom are to be used for educational purposes only unless the teacher has made an exception for a tech break.
9. It is expected that students will respect the privacy of other students. It is strictly forbidden to take pictures or recordings of other students or staff without the expressed consent of the student or staff member.
10. Students may not send, post, or distribute rude or offensive text or images.
11. Inappropriate usage of a device or internet will result in disciplinary measures at the discretion of administration, which may include losing technology privileges such as access to the internet or device.

**By signing below, we acknowledge that we have read, understand and will adhere to the guidelines outlined in the Kells Academy Electronic Device Policy.**

***(PLEASE WRITE ALL INFORMATION IN ENGLISH)***

\_\_\_\_\_  
Student's Family Name

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (YY/MM/DD)

\_\_\_\_\_  
Parent Guardian Family Name

\_\_\_\_\_  
Parent/Guardian First Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (YY/MM/DD)

