



ELECTRONIC DEVICE POLICY **2024 – 2025**

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

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 devices 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 which are seen will be confiscated by a staff member, delivered to the principal's office. Cell phones may be collected at the reception desk at the end of each school day. Students using their cell phones repeatedly without permission may be subject to further disciplinary action at the school's discretion.

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), and to reply to messages from Kells staff in a polite and professional way. Students who do not check their email and respond to staff promptly may be subject to disciplinary action.

- 4.
5. As 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.
6. 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.
7. 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.
8. 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.
9. Laptops in the classroom are to be used for educational purposes only unless the teacher has made an exception for a tech break.
10. 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.
11. Students may not send, post, or distribute rude or offensive text or images.
12. 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 IN ENGLISH)

Student's Family Name

Student's First Name and Grade

Student's Signature

Date (YY/MM/DD)

Parent Guardian Family Name

Parent/Guardian First Name

Parent/Guardian Signature

Date (YY/MM/DD)

