

# We are Titans

**Achievement  
Respect  
Responsibility  
Empathy**



## Tofield School Digital Device Policy

**Students are permitted to bring their personal digital devices to school.**

1. Students are permitted to have a cell phone in their possession during class time; however, it must be set to silent or powered off.
2. At the discretion of and as directed by staff, students may be permitted to use their device for educational purposes.
3. Staff directions involving device usage must be immediately followed by students, including removal of ear buds and confiscation of device.
4. Texting and any usage of social media during class time is not permitted. Taking photos and videos must be for educational purposes only and can only be done with permission of staff. Photos and videos of others cannot be taken without their permission.
5. Students who violate the device rules of the classroom will have their device confiscated by a staff member for the remainder of the class. Subsequent violations (more than once) will result in confiscation for the remainder of the day as deemed appropriate by staff. Frequency of violations will be monitored by staff.
6. Students who have their devices confiscated **more than once** MAY have device privileges revoked (including internet access) for an amount of time deemed appropriate by school administration. Frequency of violations will be monitored by staff and reported to school administration.
7. The school will not investigate cases of lost, stolen, or damaged personal devices such as cell phones, iPads, and laptops.
8. It is entirely the student's responsibility to take care of their device. Therefore, it is not the school's responsibility to provide outlets for charging devices.

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9. Should students need to be contacted in an emergency, we ask that parents call the school office at 780-662-3133 and staff will immediately have the student available to come to the phone.
10. Adhere to Hour Zero communication protocols as it pertains to lockdowns, hold and secures, shelter in place, second site relocation. Students must not be using devices during lockdowns and hold & secures whether live or a drill.

*\*No cell phones will be allowed during exams, including Provincial Diploma and Achievement exams. Students may be asked to empty their pockets before entering the examination room. Students found in possession of any device during a final exam will receive a mark of 0%.*