

**CCS-HAMILTON**  
**Guidelines for the Use of Personal Electronic Devices (PED) at CCS.**

Preamble:

God is pleased to provide His people with tools for instruction, learning and recreation. These tools are intended for good and not for abuse. **They are intended for service and devotion.** The following PED might include, but are not limited to, chromebooks , iPads, laptop computers, handheld electronic games, cellphones, smart watches, headphones, earbuds, and cameras. These are marvelous devices with seemingly limitless potential. However, they too can be used for good or they can be abused. The goal is to use the devices as God given tools through which our students can grow in knowledge, maturity and commitment to God, and through which our students can benefit others. The guidelines include PED used in any school situation such as the classroom, recess time, class trips, the school bus or other school related events. The devices may be used for medical needs or at the discretion of the teacher/supervisor of the student for assistive technology and/or educational purposes. (*Information gleaned from the Parent Handbook – Computer Use at CCS*).

Emergency Situations While at School: PEDs may be used under emergency circumstances without teacher permission. Emergency situations would include any situation in which a student's well being is at risk or the well being of another person is at risk.

1. Advise parents of the guidelines outlined below via letter, Parent Handbook or Courier announcement, and encourage parents to take an active role in supervising what their child is viewing or listening to.
2. In general, PEDs will be discouraged from coming into the school. Students who require a device at school must fill in a form identifying the purpose of the PED and will agree to the schools policy regarding its use. The teacher will decide if the educational purpose is valid before allowing the device to be used. The teacher will supervise the student while they use their device. The devices may also be used for emergencies as stated above.
3. All approved PEDs are to be turned off (unless for medical use) and kept in a safe space (ie. backpack, lock box or other).
4. Students who have completed the PED permission form are permitted to use PEDs on the bus, however their use must align with the CCS code of conduct and reflect Christian values. Students will be held accountable for their use. The device should be used for personal use only (update bus registration form to include statement of use for PED).
5. School wireless devices may be accessed by students with teacher's permission and supervision. Unauthorized use of cellular data or other internet sources is prohibited.
6. No PEDs are permitted in washrooms or change rooms.
7. PEDs will not be permitted on field trips. This includes day trips and overnight trips. Phone

numbers of teachers will be provided in case of emergency.

Failure to comply with the guidelines will result in progressive discipline. . Continued misuse of the PED will warrant confiscation of the device for the day. Students who repeatedly misuse the PED will have their parents notified and the device will need to stay at home.

Any use of the device that is inappropriate/harmful will lead to direct confiscation of the PED, where parents will be required to retrieve it.

CCS will not be responsible for students who report their PED stolen, lost or otherwise missing at school or on a school sponsored activity. It is highly recommended that the PED be password protected.

Approved by CCS BOD: August 30, 2011

Updated by administration June, 2016, May 2025