

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 include, but not limited to, might be iPods, iPads, laptop computers, hand held electronic games, cellphones, 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 at the discretion of the teacher/supervisor of the student. (*Information gleaned from the Parent Handbook – Computer Use at CCS*).

Emergency Situations: 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. Devices may be brought to school but must be kept in the student's backpack. They may be used for educational or recreational purposes with teacher's permission and supervision. The teacher will decide if the educational or recreational 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. Although it may be difficult to determine the educational value of using such devices on the school bus, they will be permitted. Generally it is difficult to supervise PED use on the bus. High school students regularly use these devices and there is a benefit in having students "occupied". However, the device should be for personal use only (headphones may need to be used) and should reflect Christian values.
4. School wireless devices may be accessed by students with teacher's permission and supervision. However, the wireless device will be password protected. The teacher will need to key in the password. Students should never be given the password.
5. Any PED equipped with cameras is permitted at school but may only be used to record pictures/videos or voices of subjects who agree to have the picture/recording taken and with teacher permission. Photos/recordings may not be posted in a public forum unless permission is granted by the subject. Cameras are not permitted in washrooms or change rooms.

Failure to comply with the guidelines will result in a warning to the student. Students must put the PED in their school bag. Continued misuse of the PED may warrant confiscation of the device for the day. Students who repeatedly misuse the PED may have their parents notified and the device may need to stay at home. Any use of the device that is inappropriate may lead to direct confiscation of the PED and notification of parents.

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.

Reasons for limiting student use of PEDs:

- device use may not be related to the school's goals of educating the child
- no way to supervise what students may be listening to or viewing
- distraction for the student while in class
- distraction for teacher and other students
- the potential for using the PED to cheat on tests or assignments
- the potential for cyberbullying situations

Approved by CCS BOD: August 30, 2011

Updated by administration June, 2016