

N.J. Macpherson School

Cell Phone and Mobile Technology Device Policy



Rationale

Students bring various mobile devices and wearables (e.g., smartwatches) to school.

This procedure aims to:

- Respect parents' choice to provide such devices.
- Ensure an optimal learning environment for all students.
- Protect the privacy of students, staff, and visitors.

Procedure

N.J. Macpherson staff recognize that families may choose to provide their children with mobile devices or wearables. To maintain a respectful and focused school environment, the following guidelines apply:

During School Hours (8:30 a.m. – 3:20 p.m.)

- **All devices** (phones, tablets, etc.) must be **turned off and out of sight**.
- **Wearables** (e.g., smartwatches) must be in **airplane mode** during this time.
- This includes **all recess and lunch breaks**.

Before and After School

- Devices may be **turned on and used outside the school building**.
- All use must follow the **school's Code of Conduct** and this procedure.

Use of Device Features

- Any use beyond basic **texting or phone calls** requires **prior approval from a permanent staff member** (not substitutes).
- Example: taking photos, recording video/audio, or using other media functions.
- This protects the **privacy** of staff and students.

Consequences for Misuse

- **First instances:** referral to the office; consequences align with the **Code of Conduct**.
- **Repeated misuse:** device may be **confiscated** by an administrator and will only be returned to the **student's primary caregiver**.
- The school is **not responsible** for lost, stolen, or damaged devices.

Exceptions

- Students who require a device for **medical reasons** (e.g., monitoring a condition) may request an **exception in writing** to the principal: randy.caines@yk1.nt.ca
- The request does **not need to include medical details**.
- Other rare exceptions may be considered upon **written request with rationale**.

Emergency Communication

- **Parents:** Call the main office at **867-873-4372** to reach your child during school hours.
- **Students:** May use a **school phone** with staff permission if they need to contact home.

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(Student Version)



When You Can Use Them

- You can use your phone or device **before school starts** and **after school ends** — but always follow the **school's Code of Conduct**.
- Once the bell rings at **8:30 a.m.**, phones and devices must be **turned off and put away** until **3:20 p.m.**

During the School Day (8:30 – 3:20)

- Phones and tablets must be **off and out of sight** (this includes recess and lunch).
- Smartwatches must be in **airplane mode** so they don't send or receive messages.

If You Need to Contact Home

- **Ask a staff member** — you can use a **school phone** if you need to call your parent or caregiver.
- If your parent needs to reach you, they can call the **school office** at **867-873-4372**.

Using Cameras or Recording

- You must have **permission from a teacher or staff member** before taking photos, videos, or recordings at school.
- This rule helps keep **everyone's privacy** safe.

If You Don't Follow the Rules

- You may be **sent to the office**, and your phone could be **taken away**.
- If that happens, your device will be returned **only to your parent or caregiver**.
- The school is **not responsible** for lost, stolen, or damaged devices.

Special Situations

- If you need to use a smartwatch or device for a **medical reason**, your parent or caregiver can email the principal to request an exception.