***BYOT Classroom Management Procedures and Expectations***

Students will be permitted to have devices at school that have educational value and are used for educational purposes. Bringing of personal devices is entirely optional as students will have access to RCSD technology whenever access to technology is a requirement for completing educational outcomes. Students are to be respectful and cooperative in the use of digital devices and comply with digital citizenship regarding respecting others privacy and property as well as appropriate use of the devices. Students are only to bring devices they are familiar with and able to use effectively for educational purposes without needing teacher or RCSD technical support.

***Storage and charging of Devices:***

* Students will be expected to keep cell phones on their person while not in the class and teachers may have expectations during class: ie. Place cell phone on top left corner of desk during class time.
* Teacher will provide bin for storage of laptops, tablets, etc. and try to store in locked area if possible.
* Devices are to be brought to school fully charged and charging not to be done at school as the confusion of having multiple charging docks/cables and the potential for mix-up or loss of charging devices makes it too challenging.
* Devices are to be taken home daily and not left over night or weekends. Access to equipment after hours will be limited to the classroom teacher and administrators – students/parents should not expect another staff member to enter another teacher’s room and provide access to equipment that we are not familiar with.

***Use of Devices: – under teacher direction/supervision only***

***Recess times:***

* **No use of technology devices** outside the classroom.

***In Class***

* Only devices with educational value, as defined by the teacher, to be brought –ie. No Nintendo DS or gaming devices. Approved devices are to be used to conduct internet searches, to record presentations, take pictures for school projects, used as calculators, employ specific applications, searching maps, for Mathletics, to complete documents, etc.
* Teachers to employ Red-Yellow-Green Card format in classroom and clearly post.
  + **Red** – no use of devices – phones/devices should be in top left corner of desk
  + **Yellow** – students **may** use devices if they desire – optional time to listen to appropriate music while they work, etc. – but no internet or wireless connection.
  + **Green** – students are expected to use devices and students are provided with school laptops if they don’t have their own.

***In Hallways***

* Only under teacher direction and used for authorized educational purpose during class time.

***Cellphone***

* Phone call are to be made only under direct supervision of teacher to facilitate effective communication with parents regarding school related activities – ie. Check for homework missing, forgotten band instrument, cancel need for parents to bring something, bring lunch, arrange drivers for events, cancel need for drivers, etc.
* Texting is only to be done under supervision of teachers, similar to above. Students may be given permission to check texts if expecting a reply regarding school related communication. Parents are requested to minimize texting to students and leave messages for the student at the office if possible as per the typical protocol for all students.
  + If students receive texts during class time from anyone other than parents, they may be directed to contact the sender and request they not send texts during school time.
  + In an effort to minimize distractions and disruptions at the classroom, parents are requested to continue to check in at the office when dropping things off and leave items at the office for student pick up if possible.

***Consequences***

Students will be instructed on digital citizenship and will be expected to consistently comply with the RCSD and school guidelines and expectations. The following continuum will be applied:

1. 1st offence of misuse will have student give the device to the teacher and they can retrieve it at the end of the class.
2. 2nd offence of misuse will have the device forwarded to the office where it will be stored until 3:30. Student will be able to retrieve the device at 3:30.
3. 3rd offence of misuse will have the device forwarded to the office where it will be stored until the student’s parent comes into to pick it up.
4. Further offences will be deemed as defiance and higher level of consequences will apply as warranted. Ie. Loss of privilege of having the device at school, parent meetings, and further sanctions as necessary, up to and including suspension.