



Holy Trinity Catholic School

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September 2020

Dear Parents & Guardians:

The staff and students at Holy Trinity are excited to be integrating the use of technology at our school. In light of the recent pandemic and the offering of a distance learning program, our Director of Education has encouraged us to invite students **in all grades** to bring and use their Personal Electronic Equipment at school to support their learning.

At Holy Trinity, in the past, we have permitted only students from Grades 4-6 to bring and use their personal electronic devices (PEDs) in our school, and now we are including students from FDK-Gr. 3 to do the same. The use of such devices is beneficial for student learning and provides many engaging strategies and options for teaching. Please read this agreement carefully with your child(ren) and return to the school with your signatures.

Personal Electronic Devices (PEDs) - What are they?

Personal Electronic Devices are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smart phones, walkie talkies, pagers, etc.), Portable Internet Devices (mobile managers, mobile messengers, handsets, etc.), PDAs (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP players, iPads, iPods, PSP, DS, etc.) digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions.

PEDs are to be used at Holy Trinity School in the following manner as authorized by the Principal:

Students are permitted to bring PEDs to class as long as they do not disrupt the learning environment or infringe on the **rights of privacy of others**. If a student uses a PED in any way that is a detriment to others (i.e., taking pictures/videos/audio recordings, and/or cyberbullying), disciplinary consequences will be issued according to progressive discipline and safe school policies. **Students must be aware that staff have the right and responsibility to view any electronic communications that students generate at school on their PEDs. Staff also have the right to securely store a student's PED at the office pending an investigation.**

Students must not infringe on the privacy of others at any time when using their PED. An example of this infringement could be a student using FaceTime on an iPad/Smart Phone which allows an unknown person to over-hear the conversations of those in the school without them knowing. PEDs must be used during instructional time only with the approval of the teacher. PEDs will NOT be used

outside during recess. PEDs must be used appropriately and as outlined in accordance with appropriate school conduct (respect for privacy) and anti-bullying policies.

Student Cell Phones/Smart Phones:

Students are permitted to bring personal cell phones to school. The use of the cell phone during instructional time is to the discretion of the teacher. The cell phone must be set to vibrate and not interfere with the learning of others. The cell phone must not be used to take photos, videos and/or audio recordings of any other person without that person's permission and the agreement of the supervising teacher. Students must not make phone calls, or receive calls, on their cell phone to/from parents during the school day; all phone calls to/from parents must be made through our school office; for example, when a student feels ill and requests to call home for pick-up, this must be done through our office as students are not permitted to use their cell phone to call home.

Cell phone apps may be used in relation to instructional learning and as approved by the teacher. Texting is allowed but must adhere to the conduct of respect for others and must not be disruptive to the learning environment; any texting that constitutes bullying/harassment will be dealt with according to anti-bullying policies and progressive discipline policies that can lead to a suspension.

If a student uses a cell phone in any way that is a detriment to others (i.e., taking pictures/videos/audio recordings, and/or cyberbullying), disciplinary consequences will be issued according to progressive discipline and safe school policies. **Students must be aware that staff have the right and responsibility to view any electronic communications that students generate at school on their PEDs. Staff also have the right to securely store a student's PED at the office pending an investigation.**

Bringing these valuables to school can be a risk and the school is not responsible for the replacement or the cost of such items in cases of loss, damage or theft.

The signatures below indicate that you have reviewed the information in this letter with your child(ren) and are in agreement with the expected use of PEDs at Holy Trinity School. Please send this signed form to your child's teacher. Please phone the school to speak with the Principal or Vice-Principal if you have any questions.

Thank you in advance for your cooperation and support.

Sincerely,



Laurie Zahra
Principal



Tina Timpano
Vice-Principal

Student Name and Grade: (Print) _____

(Sign) _____ Date: _____

Parent/Guardian Name: (Print) _____

(Sign) _____ Date: _____