



# LANDMARK COLLEGIATE

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August 30, 2024

Dear Students and Parents/Caregivers,

## **Important Information: Landmark Collegiate Cell Phone Policy**

### **Background**

On August 15, 2024, the Manitoba government announced a ban on personal mobile device use in classrooms across Manitoba. The directive bans device use during school hours, including lunch and breaks, for students in kindergarten to grade 8, and restricts use for students in grades 9 to 12 during class time, with usage permitted during breaks and lunch.

Landmark Collegiate is introducing a new personal mobile device policy, aligned with this directive, to foster a focused and engaging learning environment. The aim of this policy is to promote focus during instructional time while ensuring students have access to technology for educational and safety purposes. Additionally, the policy supports positive social interactions and the overall well-being of our students.

### **Implementation for Grades 7-8**

Students in grades 7 and 8 are expected to leave their personal mobile devices at home. If a student brings a device to school, it will be checked in at the office until the end of the day. Wearable devices, such as smartwatches, must be set to silent with notifications turned off during the school day.

### **Implementation for Grades 9-12**

Each classroom has a designated "cell hotel" basket where students are invited to place their phones at the start of each class period. If a student opts not to use the cell hotel, their phone must remain on silent, securely stored, and out of sight during class. On occasion, a teacher may grant permission for students to use their devices for educational purposes.

Wearable devices, such as smartwatches, must be set to silent with notifications turned off during instructional time. These devices should not disrupt the learning environment. We ask that students use them responsibly, respecting the focus and engagement of their peers.

Students in grades 9-12 may use their personal devices during lunch and free periods. They are expected to act responsibly and ethically, following the school's behaviour expectations and the divisional policy for online interactions.

### **Use of Earbuds and Headphones**

During instructional time, students are expected to keep earbuds and headphones removed. Teachers may grant permission to use them during appropriate times, such as independent work periods. This ensures students remain focused while allowing flexibility when it supports learning.

## Policy Enforcement

If a student is found using their cellphone in violation of this policy, the following steps will be taken:

**First Occurrence:** The student will receive a verbal reminder, and the cellphone will be held until the end of the school day.

**Second Occurrence:** The cellphone will be held again, and a parent or guardian will be notified. The phone will then be returned directly to the parent or guardian.

**Third Occurrence:** The cellphone will be held, and a meeting with the parent or guardian will be arranged to discuss potential adjustments, which may include limiting cellphone use during school hours for a certain period.

## Policy Exceptions

Exceptions will be made for students with documented medical needs or other extenuating circumstances. These must be reported to and approved by the principal or vice principal. Students with approved exceptions must use their devices in a way that does not disrupt the learning environment.

## Staff Guidelines

All staff play a crucial role in implementing this policy and will model appropriate personal device use throughout the instructional day. Students and parents/caregivers can expect:

- **Clear and consistent messaging:** Staff will consistently enforce the policy, addressing any misuse of personal devices in a fair and respectful manner.
- **Positive modelling:** Staff will model appropriate personal device use by limiting their own use during instructional time to educational purposes or emergencies.
- **Open communication:** Staff are open to questions about the policy and its application, fostering an open dialogue that supports understanding and adherence.

Landmark Collegiate's personal device policy is centred on student learning. Open communication is important in our school community, and we invite you to contact us with any questions or concerns related to this policy

Yours in Education,



Marlin Adrian  
Principal



Jerrah-Lee Broesky  
Vice-Principal