



Dear students, parents, and guardians,

As part of our responsibility in creating a safe, caring, and welcoming environment here at Griffith Woods it's important to know that students and parents play an integral part in this. Please read over and review GW's student code of conduct and digital citizenship policies and sign below. These policies are directly connected to the Ministerial Order as well as the CBE's documentation. This document, once signed, is to be returned to your child's homeroom teacher by **Friday Sept.12.**

Cell phones, tablets, laptops, smartwatches, and earbuds are becoming more commonplace in schools. At our school we understand the usefulness of these technologies, and maintaining a caring, disciplined, learning environment is of the utmost importance to us. These policies follow our wellness initiatives in our School Development Plan at GW to support our students' positive mental health and growth.

We have an 'Away for the Day' policy. All phones and personal devices need to be turned off and out of sight on school property during the school day, including at lunch. Phones and personal devices can only be used in class with specific teacher permission in order to support a learning activity in the classroom. The expectation is that cell phones will not be on their person during class time, movement between classes, and at lunch. Students who have a cell phone will turn it off and put it away prior to entering the school and be handing it in to their teacher at the beginning of the day. They will be kept in a safe place at the discretion of their teacher and returned at the end of the day. Smartwatches are considered the same as cell phones and must not be worn. The school takes no responsibility for lost, stolen, or damaged digital devices. Communication home is to be done through school phones in the classroom or at the office during school hours.

Failure to follow these rules will result in the progressive discipline steps below;

- The device is confiscated by the teacher.
- Should this continue to be an issue, the device will be sent to the office for the remainder of the day and parents will be contacted.
- Finally, students will be required to leave their phone at home or check it in at the office in the morning.

Our GW and CBE code of conduct and progressive discipline regulations apply to all our students. They outline the roles and expectations for our students to promote positive and inclusive learning environments, help students to develop empathy and become good citizens both within and outside of the school community, and explain the consequences when a student's disruptive behaviour negatively affects the learning environment.

GW Student Code of Conduct

Students will....

- Look after school property
- Embrace the similarities and differences of others (e.g. ideas, opinions)
- Respect the learning needs of others
- Demonstrate safe digital citizenship and put my devices away for the day

Do my part to ensure Griffith Woods School is a safe, respectful and caring environment

Parent Signature

Student Signature

