

September 1, 2026

District Cell Phone Policy / Clayton Heights Process regarding digital devices

Taken from 4.2 of Safe & Caring Schools Handbook (Version 5 August 2025)

Personal Digital Devices:

- Any personal electronic device that can be used to communicate or access the internet
- Can be important to support and/or enhance learning
- Teachers decide when personal digital devices are to be used in their classrooms

The safe and responsible use of personal digital devices is expected by all Surrey School District students, employees, volunteers, parents, guardians, and community members who are on school district property or interacting with students or staff. This includes:

- a) Following the school code of conduct, Provincial and Federal laws and the BC Human Rights code
- b) Devices are not to be used to engage or participate in bullying or harassment, discrimination, or defamation of character.
- c) Device use in a classroom should not distract others from learning in any way.
- d) Devices are not to be used during lock down procedures or drills, as this may impact the emergency safety response.
- e) School district staff and students are not to be recorded either visually or audibly for any reason without their consent.
- f) The Surrey School District is not responsible for lost, missing or damaged personal digital devices that students choose to bring to school.

In addition to the above, Clayton Heights Staff and Students will follow this additional process:

- At the beginning of each class, all personal digital devices will be put away in a backpack or a purse or in a pocket holder. (to be monitored by the teacher)
- The teacher is the sole determiner of whether phones can be used in their classrooms.
- A student who does not comply with the teacher's expectations regarding phones will be asked to put the device away, put it in the pocket holder or give it to the teacher for the remainder of the class.
- If a student has failed to comply with the teacher's expectations more than once the phone can be taken by the teacher and given to the students' vice principal. In this case the student will need to have a meeting with the vice principal to retrieve their device.
- Devices will not be kept by a teacher for longer than the remainder of the class. Refer to the previous point reading phones being sent to the vice principals.
- If a phone must be kept on the student's person for medical reasons, communication by the parental confirmation to the teacher is required.
- A device is not to be taken out of class during a washroom break or any other kind of break where the student is not in the classroom. These devices can be confiscated by our SSL or administration if used in the hallway and brought to the office.

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