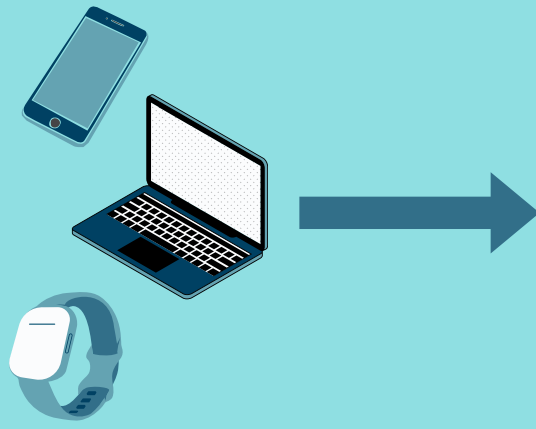# West Vancouver Schools
Personal Digital Devices (PDD) Best Practice Guidelines

Personal Digital Devices include any personal electronic device that can be used to communicate or to access the internet, such as cell phones, phones, laptops, tablets, smartwatches and any other portable technology device.

Laptops are the preferred device for school use.

Plans and Routines

- Have a plan for personal digital devices use in your classroom.
- Have a place for students to store their devices when not in use
- Have a process for how you will handle students who choose not to follow expectations

Communication

- Direct teach your digital device expectations to all of your students and make sure it is posted and visible in your teaching space
- Make sure students understand your expectations and the consequences of not following them
- Refer to your digital device policy often, especially after winter and spring break
- Make sure you have communicated your digital device expectations and consequences to parents/guardians

Classroom Environment

- If there is no instructional purpose, technology should not be used
- Before using tech, be clear with your purpose and connection to instruction
- Be clear on expectations for use as well as consequences for misuse
- Begin class with technology turned off
- When the teacher is speaking or direct instruction is occurring, student devices should be closed, clam-shelled or turned over
- Students should not be using devices in unsupervised areas like hallways
- Be consistent with your actions and instructions

Where possible, involve students in developing class expectations around PPD use

Teachers should model proper PDD use

Teachers should monitor student PDD use by wandering around the class and checking in with students often

- Ensure that all adults working with students are aware of the expectations for PDD

Elementary

Cell phones should NOT be used in elementary

Laptops are still the preferred device for school use

Secondary

Cell phones should only be used in class if specifically required for a learning task

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