



Belmont Secondary School  
3041 Langford Lake Rd, Victoria, BC, V9B 0L9  
(250) 478-5501 | [belmont@sd62.bc.ca](mailto:belmont@sd62.bc.ca)  
<https://belmont.web.sd62.bc.ca/>

Dear Belmont Families,

At Belmont, we strive to create a healthy learning environment that is conducive to student learning and achievement with as few distractions as possible. While we recognize the important role that technology plays in the lives of our young learners as both a tool for learning and for its role in the social lives of our students, we also recognize the school's role in fostering an environment where technology is used within healthy boundaries and students are educated on the ways that technology can affect their learning and health.

As such, and in consultation with our school staff, we have created a general classroom guideline for the management of personal technology (cell phones, tablets, etc.) in the classroom. There are of course, exceptional circumstances that will require some individualized planning (medication management, IEP provisions etc.), but these general guidelines will be used in many of the classrooms around our school.

#### **Cell Phone Storage**

- Cellphones should be placed on 'silent' or 'vibrate' modes for the duration of each class.
- At the start of each class, students should place phone in cell phone pocket provided at the front of the class, or store phone in their bag in such a way that they will not feel or hear the vibration. Students may also choose to leave phones in their lockers for the duration of a class.
- Headphones should be worn in class only as permitted by the classroom teacher.

#### **Contacting Students**

- In situations in which students need to be contacted immediately, parents can call the school (250) 478-5501 to have the classroom paged by the office.
- Students will have access to their phones during class transitions and at lunch and will be able to respond to parents at those points.

#### **Technology as a Classroom Tool**

- Personal devices are powerful tools that can support student learning when used effectively. Teachers may allow students to work with their personal devices for any number of learning opportunities. When instructed to do so, it is expected that students will use their devices responsibly, for the intended use and time duration as directed by the teacher.

#### **Problem Solving**

- Students using phones outside of the classroom expectations will be asked by their teacher to place their phone in a safe location of their choosing for the remainder of the class and/or future classes.
- Teachers will contact parents if the issue is unable to be resolved by the student and staff member. Staff, parents, and student may work together to find a solution that works to meet the needs of the student and classroom environment.
- If the solution developed does not solve the concern, school administration may work with students and families to develop an understanding of the issue and help develop a plan for student success.

The ultimate goal of these guidelines is to support an effective and healthy learning environment for our students. We believe that maintaining a similar set of expectations between classrooms will make it easier for students to manage their technology use during the school day in a healthy manner.