



LOCHDALE COMMUNITY SCHOOL
6990 Aubrey Street, Burnaby, B.C. V5B 2E5
Telephone 604-296-9019 lochdale.burnabyschools.ca

Dear Lochdale Community Families,

Re: The Use of Cell Phones & Other Digital/Smart Devices at School

As we gear up for the 2026/2027 school year, it's a great time to outline the guidelines regarding cell phones and other digital/smart devices (e.g. smart watches) for students during school hours. With an increasing number of students having cell phones for family communication, we have noticed more frequent use of these devices at school.

Our school policy requires that all cell phones and other digital/smart devices must remain **on silent and stored in backpacks throughout the school day**, which runs from 8:50am to 3:00pm. This includes during recess and lunch breaks as well. We recognize that many families would like their children to have phones for communication before and after school. However, **please be aware that the school cannot be held responsible for any loss, theft, or damage of a student's phone and other digital/smart devices while at school.**

Please refer for to the [Burnaby School District's Code of Conduct](#) that include restrictions around cell phones and other digital device use during the school day. We encourage you to discuss this with your child(ren). Additionally, please refer to the attached resources for [Families on Digital Strategies at Home and Supporting Students in Developing Skills for a Healthy Digital Life](#).

It's important that all communication goes through the teachers and/or the school office. If you need to reach your child, please contact the office at 604.296.9019.

With the growing use of social media platforms among students (such as Snapchat, TikTok, etc.), we kindly request your support:

- If your child does not need a cell phone/smart device for school, please encourage them to leave it at home.
- Please discuss the expectations regarding cell phone and other digital/smart devices use with your child.

As we provide all necessary technology for students to use at school, their phones are not required for any schoolwork or activities. However, we recognize that cell phones may be necessary for learning accessibility and medical reasons, and they can be used under the supervision of school staff. If a student needs to use their cell phone for a class project, this should be discussed with and approved by the classroom teacher.

Cell Phone and Other Digital/Smart Device Policy Action Plan

During school hours, from 8:50am to 3:00pm, including recess and lunch, the following measures will be implemented if a student is observed using their cell phone or any other digital/smart devices without permission from staff.

- **First Warning:** The student will receive a reminder to put away their device and follow the school's cell phone and other digital/smart device policy.
- **Second Warning:** The student's device will be removed and kept in the main office until the end of the school day. The student can retrieve it after school.
- **Third Warning:** The student's device will be removed and held in the main office, and a call or email will be sent to the student's family.



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- **If it becomes a pattern:** The school will collaborate with families to create a plan to help the student understand appropriate device usage and safety at school. One possible solution may involve the student turning in their device each day at the office and collecting it at the end of the day.

We thank you for your help with this and please reach out to your child's teacher or myself if you have any questions or concerns.

Sincerely,

Teresa Veltri and the Lochdale Community Staff