



RLC Technology Use Guidelines

Established: August 2024

Rationale

- Provide clear and consistent guidelines to staff and students for technology use on campus
- Promote community-mindedness alongside intentional and responsible technology use
- Promote balance, health, and wellness in daily activities

The dining hall will be a tech free zone for staff and students at all times (exceptions will be made for special events such as exam writing, scheduled academic class etc.).

Cell phones

- *Grade 7 & 8 - Foundation Years*
 - Placed in the classroom storage unit at the start of the school day and may be retrieved at the end of the school day; FY year staff will bring phones in storage unit to the main office for collection at 4:30 or end of school day
 - Students may use in class for academic purposes with teacher supervision and permission - phones will be recollected once academic purpose has been fulfilled
- *Grade 9-12*
 - Placed in the classroom storage unit at the start of the class period and may be retrieved at the end of the class period when teacher indicates it is time to do so
 - Students may use in class for academic purposes with teacher supervision and permission - phones will be recollected once academic purpose has been fulfilled
 - Required to be off and away during or after school hours at community events such as assembly (Upper RAC/Circle), community gathering, while engaged with co-curriculars etc. The dining hall is a tech-free zone at all times.
- Required to be off and away during field trips, athletic events, and other external school activities unless permission given by teacher/coach for specific event purpose (e.g. taking photos on field trip). Phones may be used on bus trips during down/social time at teacher/coach discretion.
- Not permitted on outtrips or other overnight outdoor opportunities
- Permitted on international excursions within agreed upon use guidelines to be established by the staff member leading the excursion



- Teachers may ask students to turn over cell phones in common spaces or during community events if they are visible; phones will be kept by the teacher or placed in the main office to be collected at the end of the school day after a conversation with the Teacher, Coordinator, Student Life or Assistant Head of School.
- Chronic issues with cell phone use outside of the community guidelines will be referred to the Coordinator, Student Life and/or Assistant Head of School and may result in students being required to turn their cell phone into the school office between 8:30-4:30 for an extended period of time
- Parents/Guardians will be kept informed if there are issues which need ongoing support

Headphones & Earbuds (all grades)

- Required to be off and away during the school day - this includes transition time between classes, recess/breaks, lunch time, assembly, co-curriculars etc.
- May be used in class for academic/support purposes with teacher supervision and permission - headphones or earbuds must be off and away once academic/support purpose has been fulfilled
- Required to be off and away at all times in the dining hall, at school events both inside and outside of school hours (e.g. field trips, outtrips, athletics) etc.
- Permitted on international excursions within agreed upon use guidelines to be established by the staff member leading the excursion
- Teachers may ask students to turn over headphones or earbuds if they are visible; they will be kept by the teacher or placed in the main office to be collected at the end of the school day after a conversation with the Teacher, Coordinator, Student Life or Assistant Head of School.
- Chronic issues with headphones or earbud use outside of the school community guidelines will be referred to the Coordinator, Student Life and/or Assistant Head of School and may result in students being required to turn their headphones or earbuds into the school office between 8:30-4:30 for an extended period of time
- Parents/Guardians will be kept informed if there are issues which need ongoing support

Laptops, Chrombooks, iPads, tech watches etc.

- All grades - devices will be used for *learning purposes only* during the school day
- Teachers may ask students to turn over devices if they are being misused; they will be kept by the teacher or placed in the main office to be collected at the end of the school day after a conversation with the Teacher, Coordinator, Student Life or Assistant Head.
- Chronic issues with device use outside of the school community guidelines will be referred to the Coordinator, Student Life and/or Assistant Head of School and may result in students being required to turn their device into the school office between 8:30-4:30 for an extended period of time
- Parents/Guardians will be kept informed if there are issues which need ongoing support