



Dear PCHS parents & guardians,

A warm welcome to new and returning PCHS family members to the 2023-2024 school year! We would like to take this opportunity to welcome Nicole van Woudenberg who will be joining our admin team as the cycle 1 vice principal. Ms. Woudenberg will be working directly with the grade 7 & 8 students. Aaryn Bradley will be moving over as cycle 2 vice principal working with the grade 9 & 10 students. Lucia Coretti will remain in her role as principal of the school and oversee the grade 11 and international students.

Below is some useful information as we enter the new school year.

**1) 2023-2024 school year package includes:**

- 2023-2024 school calendar
- Recommended school supply list for Grade 7 students
- 2023-2024 Code of Conduct
- BYOD PCHS 2023 FAQs, policy & declaration (BYOD explained below)

**2) Student Locks**

New this school year, students are required to use a PCHS lock for their daily book lockers. Locks will be distributed on the first day of classes. *Personal locks are only permitted in the gym locker rooms.*

**3) 2023-2024 New student cell phone policy (found in the code of conduct)**

*Students are permitted to use electronic devices in the common areas only, and during break and lunch only. Cell phones may not be used at anytime, anywhere, during class. Areas where cell phones are permitted: cafeteria, atrium and lockers.*

*Cell phones must be stored in student lockers during class. Cell phones cannot be brought into the academic wings, even if powered off or with no intention of use. Students have a responsibility to use their personal electronic devices ethically, safely and responsibly at a time deemed appropriate by the staff member.*

**4) BYOD – Bring Your Own Device**

We are excited to announce that PCHS is implementing a new school-wide initiative, **BYOD**, for the 2023-2024 school year. After consultation with Staff Council, and Governing Board, we are all looking forward to leveraging technology in our classrooms.

All students will be required to bring a device (laptops/Chromebooks only) to school every day to accompany their lessons and learning in the classroom. Please read through the attached document, PCHS BYOD 2023, which contains a FAQ document and the BYOD Policy. Please sign and return the BYOD Declaration to your child's homeroom teacher in September.

*Please note that students with LBPSB assigned devices from resource, including new grade 7's, will continue to use those devices which will be distributed in the opening days of school.*

**5) Important dates:**

- August 22<sup>nd</sup> (details to follow the week of Aug. 14<sup>th</sup>)
  - Opus pictures 9am-5pm
  - Optional Chromebook Loan Distribution (available to limited # of students)
  - Optional info session for grade 7 parents/guardians & students @ 10am & 3pm
- August 31<sup>st</sup>, 2023, first day of school for grade 7 students only
- September 1<sup>st</sup>, 2023, first day of school for grade 8-11 students (non-school day for grade 7)
- September 5<sup>th</sup>, 2023: All grades in attendance, Day 2

Looking forward to seeing you all soon! Enjoy the summer!

PCHS Admin Team

Lucia Coretti  
Principal

Aaryn Bradley  
Cycle 2 Vice Principal

Nicole van Woudenberg  
Cycle 1 Vice Principal



## Bring Your Own Device (BYOD) at Pierrefonds Community High School

### FAQs

Q. Can a device be purchased directly from PCHS?

A. No. The aim of BYOD is to allow a range of different devices suitable for each student's personal use. Parents and students are free to pick the device that best suits them. Should a student be unable to purchase their own device, PCHS Chromebooks can be assigned and lent out for the school year upon request (with a safety deposit of \$50.00).

Q. What type of device is needed?

A. Devices which have a *screen and physical keyboard permanently attached*, such as Google Chromebooks, Windows Laptops, or Apple Macbooks. Cell phones are not accepted.

Q. How will students access the Internet?

A. Students will access the Internet through the LBPSB WiFi network. Students must log on with their own @lbpearson.ca GAFE username and password. User activity may, with justification, be monitored. Certain sites are already blocked.

Q. Where can students charge their device?

A. Students need to charge their device at home to ensure they are suitably prepared for the school day. Charging stations will be available at school for use during breaks and lunch time.

Q. Will the devices be safe in school?

A. PCHS cannot be responsible for devices in school. Students should keep their laptop with them during class time, lock them in their lockers when not in use, and keep them safely stowed away on the school bus. Parents are advised to document the serial number and insure the laptop for loss or damage in the unlikely event that an issue should occur.

Q. Will students use their devices in each lesson? For the entire lesson?

A. The actual use of devices will vary in each lesson and subject. Teachers will prompt students on when and how to use their device as required.

Q. Does PCHS provide technical support?

A. PCHS can attempt to provide basic connectivity support during scheduled "tech support office hours." Hardware issues will need to be fixed outside of school. In the event of a long-term issue that requires repair, a loan can be arranged.



## PCHS BYOD Acceptable Use Policy

### Guidelines for Students:

1. The student is fully responsible for their device at all times. Students should keep it with them during lesson time, lock it in their locker when not in use, and keep it safely stowed away on the school bus.
2. Approved devices must only be used in class when permitted by the teacher.
3. Devices may not be used for non-instructional purposes (such as making personal phone calls and text messaging).
4. During class time, students can only use the assigned or designated website or application, and can only use the communication tools of the device for educational purposes.
5. Devices should be fully charged before school every day. Charging stations can be used during breaks or lunch time.
6. Students may not use devices to record, transmit, or post images or videos of person(s) on campus.
7. Devices may only be used to access documents or websites relevant to the curriculum.
8. LBPSB WiFi usernames and passwords are confidential. Sharing them is strictly prohibited.
9. It is recommended that students download Google Chrome. Although students will be using Google Drive, it is also the student's responsibility to maintain sufficient memory capacity on their device to enable its use for educational purposes.
10. Students are expected to bring their device to class each day, unless otherwise specified by the teacher.
11. PCHS's [Conduct and Behaviour Policy](#) can be applied if students fail to adhere to these guidelines. In addition, p. 25 of the school Agenda must be signed by the student and a parent/guardian.
12. If reasonable belief exists that the student has violated the conditions of this agreement, the student's device may be inspected and/or confiscated. Disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by PCHS Administration.



Students and Parents/Guardians acknowledge that:

1. LBPSB's network filters will be applied to a device's internet connection and any attempt to bypass the network filters is prohibited. PCHS is not responsible for any activity conducted as a result of bypassing said filters.
2. PCHS can collect and/or confiscate any device that is suspected of violating the BYOD Acceptable Use Policy. If the device is locked or password protected, the student concerned will be required to unlock the device.
3. Students will supply their own device and be responsible for its safety. Devices should have appropriate protection/cases for easy carrying and storage, and be clearly labeled with the student's name.
4. The school board, teachers, and school administrators may, with justification, monitor user activity on the lbpearson.ca GAFE accounts.
5. Students are prohibited from knowingly bringing a device on premises that infects the network with a virus or any programme designed to damage, alter, or destroy data.
6. PCHS is not responsible for restoring locked devices where passwords have been forgotten.
7. Students should log off every time they use their account.
8. It is strongly recommended that students not share their device with other students.
9. It is the choice of the individual families to insure their own personal devices against loss or damage.
10. Parents should monitor the use of their child's device for responsible, appropriate, and legal behaviour.

Responsibilities of the school:

1. PCHS will provide a safe network structure and internet access that can support the use of the device.
2. PCHS will make every effort to ensure that students understand the routines and expectations for the safety and care of the devices brought to school.
3. PCHS can provide a “loan” Chromebook for students to borrow with a safety deposit of \$50.00. The safety deposit will be returned to the student upon collection of the undamaged device *and* charger at the end of the year.
4. PCHS can provide basic connectivity support during scheduled “tech support office hours.”

PCHS is not responsible for:

- Devices that are broken while at school or on off-site school activities.
- Devices that are lost or stolen at school or on off-site school activities.
- Personal data that is lost or stolen at school or on off-site school activities.
- Maintenance or upkeep of, or repairs on, any personal device.



Bring Your Own Device (BYOD) at Pierrefonds Community High School

Declaration:

In signing this document, I declare:

I have read and understood Pierrefonds Community High School's BYOD Acceptable Use Policy as stated in this document.

I agree to follow the rules and guidelines stated in this document.

I understand that failure to follow the guidelines and rules stated in this document could result in loss of technology privileges or further action as determined by PCHS Administration.

\_\_\_\_\_ (Signature of student)

\_\_\_\_\_ (Full name in block letters)

\_\_\_\_\_ Grade Level

\_\_\_\_\_ (Signature of parent/legal guardian)

\_\_\_\_\_ (Full name in block letters)

\_\_\_\_\_ (Date)

Please keep the text of the policy for reference.

**Detach p. 5 and return the signed declaration page to school with your child. The signed declaration will be kept on file at the school.**