



ADMINISTRATIVE PROCEDURE 353

USE OF PERSONAL ELECTRONIC DEVICES ON SCHOOL PREMISES

Background

Inappropriate use of personal electronic devices (e.g., cell phones, camera cell phones) can interfere with an individual's right of privacy, a student's right to a safe and caring environment and the teaching and learning process. Therefore, in consultation with students, parents or guardians, teachers, school administrators, school councils and other stakeholder groups, division personnel have the responsibility to develop and implement appropriate procedures at the school site, for student activities inside/outside school buildings and during the transportation of students.

Specific provisions for regulating, monitoring and approving student use of personal electronic devices shall be developed by schools.

It shall be the responsibility of parents to assist with student use of such devices and the responsibility of schools to ensure that parents are informed regarding approved use and notified promptly when misuse is chronic or of a nature deemed to require contacting the parent.

Procedures

1. Divisional expectations for the use of Personal Electronic Devices are:
 - 1.1 Schools shall develop an acceptable use policy outlining use of personal electronic devices on school premises during instructional and non-instructional times including the transportation of students.
 - 1.2 Respectful etiquette shall be demonstrated by students using electronic devices during instructional and non-instructional periods including the transportation of students.
 - 1.3 The use of cameras and/or video picture capabilities associated with personal electronic devices (e.g., cell phone cameras, webcams) is not permitted on school premises unless used for an instructional activity assigned by a teacher or supervisor.
 - 1.4 School telephone use is to be made available to students, upon approved request by a staff member.
 - 1.5 Guidelines for any/all instructional use of personal electronic devices, will be clearly articulated in school policy.
 - 1.6 Students acting irresponsibly with their cell phones and/or other personal electronic devices will lose the privilege of having them on school premises.

2. The school procedures must take into consideration the student population at the school.
3. Procedures must have clear expectations, definition and identification of personal electronic devices.
4. The approved use/non-use procedures must have clear expectations and consequences regarding inappropriate use and must be published appropriately to ensure all stakeholders are aware.
5. School established use/non-use school policies shall be forwarded to the Superintendent of Schools at the beginning of each school year.

Reference: Section 20 School Act
Part 2 Protection of Privacy FOIP Act

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