

USE OF PERSONAL COMMUNICATION DEVICES

Background:

The ownership and use of a personal communication device (PCD) have grown exponentially over the past decade. While personal devices offer potential opportunities for communication, information access and enhanced opportunities for instruction, regulated use of personal communication devices in schools and the Division is required to ensure the promotion of caring and respectful learning and working environments. Appropriate use of personal communication devices contributes to the safety and security of students and staff, minimizes risk to personal wellbeing and disruption to instruction, and protects personal privacy and academic integrity.

Definitions:

Personal communication device:

personal digital devices that connect to the internet through Wi-Fi, a cellular network or other mobile devices.

Procedures:

1. Student Use of PCDs
 - 1.1. **Divisions 1 and 2** (kindergarten to Grade 6)
 - 1.1.1. Students shall not access a PCD at school unless the use is for:
 - 1.1.1.1. a diagnosed medical condition; or
 - 1.1.1.2. an identified inclusive-educational need.
 - 1.1.2. PCDs brought to school for a diagnosed medical condition or an identified inclusive-educational need shall be stored according to the school PCD plan when not required.
 - 1.1.3. Students shall not have access to a PCD during break periods—for example, recess and lunch breaks.
 - 1.2. **Division 3** (grades 7 to 9)
 - 1.2.1. Students may not access a PCD unless given permission by the teacher for a specific educational task or purpose.
 - 1.2.2. PCDs shall not be on the student unless the use is for:
 - 1.2.2.1. a diagnosed medical condition; or
 - 1.2.2.2. an identified inclusive-educational need.
 - 1.2.3. Each school shall develop a plan for the storage—locker, classroom pouches—of PCDs.
 - 1.2.4. Students shall have access to a PCD during break periods only—for example, recess, class breaks and lunch breaks.
 - 1.3. **Division 4** (grades 10 to 12)
 - 1.3.1. Students may not access a PCD unless given permission by the teacher for a specific educational task or purpose.

- 1.3.2. PCDs shall not be on the student unless the use is for:
 - 1.3.2.1. a diagnosed medical condition; or
 - 1.3.2.2. an identified inclusive-educational need.
- 1.3.3. Each school shall develop a plan for the storage—locker, classroom pouches—of PCDs.
- 1.3.4. Students shall have access to a PCD during break periods only—for example, class breaks, lunch breaks and spares.
- 1.4. **Students General**
 - 1.4.1. PCDs are not to be taken into test or examination settings unless students have been permitted to do so.
 - 1.4.2. Each year, the principal shall require all students in grades 4, 7 and 10—as well as all those new to the Division in grades 4 to 12—to complete the [Student Responsible Technology Use Agreement](#) (Form 140-1).
 - 1.4.3. Students who bring PCDs to the school under the above guidelines are expected to comply with [Administrative Procedure 350: Student Code of Conduct](#). Students who refuse to comply with the Division's procedures for the use of PCDs in the school setting may be subject to disciplinary measures.
 - 1.4.4. PCDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.
 - 1.4.5. PCDs are valuable electronic devices. Students bring PCDs to school at their own risk. The security and storage of these items is the sole responsibility of the owner and user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PCDs. Owners and users of PCDs who bring and use their devices in contravention of this policy are accepting the risk their devices may be confiscated.
2. Staff Conduct
 - 2.1. All Division employees serve as role models and as such, must only use PCDs as outlined in Board policies and administrative procedures to ensure the promotion of caring and respectful learning environments.
 - 2.2. The Associate Superintendent of Human Resources shall ensure all new staff, contractors and volunteers sign the [Staff Contractor, Volunteer Responsible Technology Use Agreement](#) (Form 140-2).
 - 2.3. Division employees who bring PCDs to school shall comply with [AP 140: Responsible Use and Security of Learning Technology](#) and [AP 141: Mobile Device Security](#).
 - 2.4. As PCDs can be a distraction in the workplace, all Division employees are asked to leave cellphones at their desk or in a secure place. Division employees should only use PCDs for defined educational and work purposes or during scheduled break and lunch periods.
 - 2.5. In the event a PCD is necessary, it shall be carried on silent mode or vibrate mode.

- 2.6. Division employees are expected to exercise the same discretion when using PCDs as they do when using Division devices. Excessive personal use during the workday, regardless of the device used, can interfere with teaching, learning and working environments.
 - 2.7. Staff who refuse to comply with the Division's procedures for the use of PCDs in the school setting may be subject to disciplinary measures.
 - 2.8. PCDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.
3. School Plan
- 3.1. The Superintendent requires principals, in consultation with appropriate stakeholders such as school councils, to formulate and implement procedures at their school site consistent with the Division's requirements.
 - 3.1.1. Each school shall develop a PCD plan that addresses the following:
 - 3.1.1.1. the specific circumstances that a PCD can be used in class;
 - 3.1.1.2. how PCDs will be stored while at the school;
 - 3.1.1.3. how themes related to digital citizenship and digital wellness will be incorporated into classroom programming;
 - 3.1.1.4. the specific progression of disciplinary measures to be implemented to address infractions; and
 - 3.1.1.5. in the event of an emergency, such as a lockdown or evacuation, the acceptable use of PCDs in that situation.

Reference:

Section 31, 52, 53, 196, 197, 222 *Education Act*