

## PERSONAL COMMUNICATION DEVICES

### Background

The Board of Trustees recognizes there is an appropriate educational purpose for the use of technology in the classroom provided it is used to achieve the learner outcomes in the Alberta programs of study and allows students to participate in learner activities chosen by the teacher. The Board is also committed to preparing students to thrive in the 21st century. Digital citizenship is key to helping EIPS students learn to use available technology responsibly to enable them to reach their full potential as learners.

### Definitions

#### **Digital citizenship:**

the knowledge, skills and attitudes in Division schools needed to demonstrate responsible and respectful behaviour when using technology or participating in digital environments.

#### **Digital device educational purpose:**

the use of the device:

- to enable the student to achieve the learner outcomes in the Alberta programs of study;
- to participate in learner activities chosen by the teacher;
- to accommodate a diagnosed medical need of the student; or
- to accommodate an inclusive education need identified in the student's instructional support plan.

#### **Personal communication device (PCD):**

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

### Guidelines

#### **1. Division employees shall**

- 1.1. serve as role models and must only use PCDs as outlined in Board policy and administrative procedures; and
- 1.2. understand and promote a welcoming, caring, respectful and safe working and learning environment.

#### **2. Division schools shall**

- 2.1. ensure [Administrative Procedure 145: Use of Personal Communication Devices](#) is communicated to all staff and students at the beginning of each school year and ensure its adherence;
- 2.2. develop a plan detailing the specific curricular circumstances that a PCD can be used in class; and

2.3. establish how PCDs will be stored at the school.

**3. Students of divisions 1 and 2 (grades K-6)**

- 3.1. shall not access a PCD at school, unless required for:
  - 3.1.1. diagnosed medical conditions; or
  - 3.1.2. an identified inclusive educational need.
- 3.2. when not required, PCDs used for a diagnosed medical condition or an identified inclusive educational need shall be stored according to the school PCD plan.

**4. Students of divisions 3 and 4 (grades 7-12)**

- 4.1. shall not be in possession of a PCD during class time and shall store a PCD according to the school PCD plan—locker, classroom pouches—unless required for:
  - 4.1.1. diagnosed medical conditions; or
  - 4.1.2. an identified inclusive educational need.
- 4.2. when not required, PCDs used for a diagnosed medical condition or an identified inclusive educational need shall be stored according to the school PCD plan.
- 4.3. may access a PCD for a specific educational task or purpose when given permission by the teacher.

**References**

[Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments](#)

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