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| Administrative Procedures Manual | Administrative Procedure 145 |
| | Use of Personal Communication Devices (PCDs) |
| Page 1 of 2 | APPROVED: September 1, 2013 AMENDED/REVIEWED: September 2019 |
| LEGAL REFERENCE: | Section 52, 53, 196, 197, 222 Education Act |

Background

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal communication devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity. Staff are directed not to put pertinent Division information on their personal portable technology.

Procedures

1. Personal Communication Devices (PCDs) are not to be operated by students during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use is approved by the classroom teacher to facilitate learning activities.
 - 1.1 Normally, PCDs are to be stored in silent mode during instructional and school sponsored activities.
2. PCDs are not to be taken into test or examination settings, unless students have been given permission to do so.
3. PCDs are not to be used in settings such as change rooms, washrooms, private counselling rooms, that have the potential to violate a person's reasonable expectation of privacy.
4. Students who bring PCDs to school are expected to comply with all parts of [Administrative Procedure 350 – Student Discipline](#). Students who consistently refuse to comply with the Division's procedures for use of PCDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in [Administrative Procedure 355 – Student Suspension and Expulsion](#).
5. Staff who bring PCDs to school shall comply with [Administrative Procedure 140 – Computer and Network Responsible Use](#).
6. The Superintendent requires principals, in consultation with appropriate stakeholders, including the School Councils, to formulate and implement procedures at the school site.
7. The Principal or designate may authorize a specific use of a PCD during the school day.
8. In the event of an emergency, such as a lockdown or an evacuation, the Principal will inform the school community of the acceptable use of PCDs in that emergency situation.

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9. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.
10. PCDs which are taken temporarily from students by teachers or administrators must be securely stored and returned to the student or his/her parent/guardian, as appropriate, on the same day or at the time agreed upon with parent/guardian.