

Administrative Procedures

<p>AP-437</p> <p>STUDENT USE OF PERSONAL ELECTRONIC DEVICES</p>	<p>Date of implementation: September 1, 2024</p> <p>Date revised: March 25, 2026</p>
	<p>Related Administrative Procedures:</p> <p>AP-409 Student Behaviour</p> <p>AP-501.1 Duties and Expectations of Staff</p> <p>AP-501.2 Code of Conduct</p> <p>AP-511 Employee Responsible Use</p>

Purpose: To establish the Division’s procedures on the use of personal electronic devices in schools.

Background: The Division is committed to caring, healthy, and safe learning environments. Staff and students are expected to model and reinforce socially responsible and respectful behaviours when using personal electronic devices. Teaching and learning take place in a way that supports successful learners and safe relationships.

Definitions:

Personal electronic devices are any non-Division owned devices capable of capturing, transmitting, or receiving information. This includes, but is not limited to: cell phones, smartphones, tablets, portable video game systems, and any other device capable of covertly recording audio, capturing images/video, or providing unauthorized access to information (such as smart glasses).

Instructional time is any time in which students are in attendance and under staff supervision for the purpose of receiving instruction in an educational program, including work experience programs, examinations, and other learning activities.

Digital citizenship is appropriate and responsible online behaviour.

Digital media literacy is the ability to critically, effectively, and responsibly access, use, understand, and engage with media of all kinds.

Procedures:

- 1) Personal electronic device usage
 - a) Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time except as outlined below.
 - i) Exemptions approved by the school principal may be made when the device is required for specific medical restrictions or limitations. This requires a completed Physician Report or other medical documentation as described in *Accommodation Process for Students*. Applications shall be made to the principal.

- ii) Exemptions approved by the school principal may be made when the device is required for specific learning adaptations. Examples may include language translation software or voice to text software on a personal electronic device. Applications shall be made to the principal.
 - iii) Teachers of students in Grades 9 to 12 who identify a specific instructional purpose for students to use personal electronic devices in their classroom may request and gain permission from the principal. The request must detail the specific learning objectives that will be met (and how those objectives will be met if a student does not have access to a personal electronic device), subject area, duration of the use, and any other relevant information that will inform the decision. Applications shall be made to the principal.
- b) Personal electronic devices must be turned off or put on silent mode and stored out of view during instructional time except when approved by administration as per above. Schools may have additional device storage expectations.
 - c) Personal electronic devices shall not be used in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, etc.).
 - d) Prohibited use of personal electronic devices by students on school property, at school events and during school activities includes, but is not limited to:
 - i) Use that violates federal or provincial laws.
 - ii) Theft of resources, including electronic data theft.
 - iii) Creating, displaying, storing, or sending fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful materials.
 - iv) Cyberbullying or bullying by electronic means.
 - v) Copying, downloading, transferring, renaming, adding, or deleting information protected under copyright law.
 - vi) Electronic transmission or posting of photographic images and/or audio recordings of a person or persons without their permission.
 - e) The school is not responsible for students' personal electronic devices in the event of loss, damage, or theft.
 - f) School administration maintains the right to augment this procedure to include non-instructional time (e.g., lunch, recess).
- 2) Response to Inappropriate Usage
- a) Failing to meet expectations for personal electronic devices as communicated in this AP will be subject to discipline as per *The Education Act, 1995* and AP-409 Student Behaviour.
- 3) Responsibilities

- a) The principal shall:
 - i) Ensure all parents/guardians are aware of appropriate behaviour, expectations of staff, students, and parents/guardians for the use of personal electronic devices.
 - ii) Administer appropriate disciplinary action aligned with school division administrative procedures.
 - iii) Review, approve, or deny applications for exceptions to personal electronic device usage during instructional time.
 - iv) Promote, support, and supervise safe and effective learning spaces in relation to personal electronic devices throughout the school.

- b) Teachers shall:
 - i) Be aware of the appropriate use expectations and communicate the expectations with students.
 - ii) Ensure students are aware if, when, and how personal electronic devices are permitted for academic purposes.
 - iii) Consistently model and enforce the school's policies and procedures on the use of personal electronic devices.
 - iv) Teach and model responsible digital citizenship.
 - v) Follow AP-501.1 Duties and Expectations of Staff, AP-501.2 Code of Conduct, and AP-511 Employee Responsible Use.

- c) Students shall be aware of and work within the expectations of this AP.

- d) Parents/Caregivers shall:
 - i) Be aware of the expectations set out regarding the use of personal electronic devices and the consequences of inappropriate usage of personal electronic devices.
 - ii) Understand that, as students do not have access to their personal electronic devices during instructional time, they will be unable to respond promptly to calls or texts. In case of emergency, parents/guardians will contact the school office.
 - iii) Be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with the use of personal electronic devices and the benefits of a cell phone-free environment.

4) Communication

- a) The expectations for students, parents/guardians, teachers and administrators, as well as consequences of inappropriate use will be communicated annually.