

ADMINISTRATIVE PROCEDURE NO. 114

USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES IN SCHOOLS

Background

The Division recognizes the responsibility it shares with parents to provide a Christ-centered, safe learning environment for students. The Division acknowledges the convenience of allowing staff and students to have and use cell phones and personal electronic devices (PEDs) to access curriculum based information resources. Personal electronic devices can be a valuable tool to assist student learning. The Division is also aware of the disruption to the educational environment that cell phones and PEDs can bring. Inappropriate use of cell phones and PEDs has the potential for invasion of personal privacy and may compromise the promotion of academic excellence and the preservation of academic integrity. In regulating and controlling the use of cell phones and PEDs, the Division must consider the best educational interests and fundamental rights of staff and students. The use of the Internet and the computer network resources of the Division, including the use of personal electronic devices in the school is a privilege, not a right, and inappropriate use will result in revocation of those privileges.

In the spirit of creating a positive Catholic climate for all our school communities, the Division asserts that school principals will implement appropriate procedures for the use of cell phones and PEDs on school premises and during school sanctioned activities. The Division expects staff and students to model and reinforce socially responsible and respectful behaviours when using cell phones and PEDs so teaching and learning can take place in a safe and caring environment.

Procedure:

1. Each principal will incorporate into their school code of conduct the stipulations of this administrative procedure to ensure appropriate use of digital media, computer technology, personally owned devices and Internet services.
 - 1.1 The principal shall inform staff and students about the procedures regulating cell phone and personal electronic device usage during school hours and during school sanctioned events;
 - 1.2 The principal shall communicate both the educational benefits and potential dangers of digital media, computer technology, personally owned devices and Internet services to staff and students;
 - 1.2.1 The principal shall ensure staff will read and sign Form 32, Employee Acceptable Use of Internet/E-mail.

- 1.2.2 The principal will ensure students complete the appropriate lessons from the Division Digital Citizenship Scope and Sequence.
 - 1.3 Individual school procedures will have clear expectations and consequences regarding inappropriate use. Students' unacceptable use of cell phones or PEDs may result in disciplinary action up to and including confiscation, detention, suspension or expulsion; and
 - 1.4 The principal will ensure all parents are aware of appropriate behaviour expectations of parent and students use of digital media, computer technology, use of PEDs and Internet services.
2. Teachers are expected to conduct themselves according to the social and cultural norms of their Catholic community.
 - 2.1 Teachers shall review and sign Form 32 Employee Acceptable Use of Internet/E-mail.
 - 2.2 Teacher should be aware of appropriate use of digital media and share Division expectations with students.
 - 2.3 Teachers will ensure students have use of Internet services in class and also provide appropriate level of supervision and digital citizenship instruction to ensure that Division procedures are followed.
3. Students are expected to conduct themselves as expected by the norms of our Catholic beliefs when using digital technology.
 - 3.1 Students will understand that digital citizenship encompasses use in and outside of school and that compliance with acceptable usage is a condition of independent access of Division owned electronics and personally owned devices in the school.
 - 3.2 Students will complete the appropriate level the Division Digital Citizenship Scope and Sequence.
 - 3.3 Students will report misuse of digital media, personally owned devices, computer technology and Internet services to the teacher and/or administrator.
4. Parents/Guardians will be aware of the expectations set out by the Division in regard to the use of digital media, computer technology, personally owned devices and Internet services.

- 4.1 Parents will be aware of the consequences of inappropriate behaviour at school and on school-based activities and that includes the use of digital technology and personally owned devices.
5. In the event of inappropriate use by staff or students, the principal or Superintendent may take action according to the School Act and involve the police or other appropriate services.

References: School Act
Freedom of Information and Protection of Privacy Act