

PROCEDURAL GUIDELINES
PERSONAL ELECTRONIC DEVICES (PED)

Definition:

Personal electronic devices (PED) are devices used for sending, receiving, storing, reproducing or displaying voice and/or text communication or data. These include, but are not limited to, smartphones, cell phones, cameras, iPods, MP3 players, notebooks, tablets, laptops, and iPads.

It is important to monitor the use of PEDs to ensure the safety of the teaching/learning/working environment for Board staff and students.

These guidelines apply while in the school or on school/board property, during school sanctioned activities, and while on school buses or vehicles used for the transportation of students.

Acceptable Use:

- The Principal may authorize the use of PEDs on the school site and/or during school-sanctioned activities.
- For school purposes only and for the purpose of enhancing instruction, students may be allowed by their teacher, through consultation with the Principal or Vice-Principal, to use personal or school-purchased PEDs to support their learning.
- In the event of an emergency, lockdown, or evacuation, the Principal will provide instruction to the school community pertaining to the acceptable use of personal electronic devices in the particular emergency conditions. In general, students and staff should assume that PEDs should not be used in these circumstances unless they are told otherwise.

Unacceptable Use:

- Use in any way that compromises the academic integrity of student learning, assessment and/or evaluation.
- Use in any way that interferes with or disrupts the instructional day or the teaching/learning/working environment.
- Use in any way that violates an individual's reasonable expectation of dignity and privacy.
- Use in any way that compromises personal and/or school safety/security (i.e. bullying, harassment, etc.)
- Use in any way that facilitates the commission of a crime.
- Taking pictures/video except when authorized school personnel (i.e. teacher, principal/vice-principal) have permitted the use for school purposes.

Responsible Use of Personal Electronic Devices:

- Elementary students (Grade JK through Grade 8) are prohibited from using PEDs for telephone calls or texting/messaging. All elementary students requiring home communication for emergency purposes must use the telephone system provided in the main office. The exception is when authorized school personnel (i.e., teacher, principal/vice-principal) have permitted the use of a PED to make a telephone call or text/message in the case of urgency or extenuating circumstances.
- Secondary students (Grade 9 - 12) are permitted to use PEDs for telephone calls or texting/messaging in school designated areas. Principals will communicate the location of these school designated areas, after consultation with their School Superintendent.
- PEDs may not be used by staff for personal use while on supervision duties or during instructional time.
- While travelling on school buses or vehicles used for transportation of students, PEDs may be used for personal viewing or listening. PEDS must not be used when students are boarding or getting off the bus. Failure to recognize and respect the safety and individual rights of others through misuse (e.g., excessive volume, inappropriate material) may result in a warning and/or completion of a report to be forwarded to the school principal. The instructions of the bus driver must not in any way be impeded by the use of a PED.
- Staff whose PEDs are related to their work (i.e., custodial staff, managers) must have the PED in a non-ring mode if they are in the instructional setting.
- Volunteers/visitors may have a PED on in a non-ring mode. However, they must step outside the classroom to answer/return calls.

Prohibited uses of PEDs by students and employees shall result in disciplinary actions up to and including confiscation, suspension, expulsion and/or the involvement of police services.

In all cases, the sole discretion of the Principal to support the proper use of PEDs shall be final.