



AP 145 USE OF PERSONAL COMMUNICATION DEVICES (PCDs)

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Background

Openness to new and future technologies creates opportunities for many constructive and positive uses that can aid the instructional process. The 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, disrupt instruction, invade personal privacy, and compromise academic integrity.

Definitions

Personal Communication Devices: means any personal electronic devices that can be used to communicate with or access the internet or cellular network, such as a cell/smart phone, earbuds that connect to the PCD, gaming device, and/or smartwatch.

Confiscation: means when staff take possession of a student's personal communication device. Devices are not necessarily considered confiscated when staff direct students to place a device somewhere (e.g. in their backpack, on the teacher's desk, in a personal communication devices storage container etc).

Instructional Time: includes all time during a scheduled period where students are in the classroom, or time outside the classroom where teachers take responsibility for ensuring that learning activities for students are directed toward achieving the outcomes of approved programs of study and instructional support plans.

Non-instructional time: includes time during the school day where students are not scheduled to be learning the outcomes of approved programs of study. This includes before and after school, breaks, and lunch.

Procedures

1. Personal Communication Devices are not to be operated during instructional time, or school sponsored activity, such as an assembly unless such use facilitates the learning activity and the teacher has received permission from the Principal, or designate.
 - 1.1. PCDs are to be stored powered off during instruction and School sponsored activities and will not be accessible to students during the instructional and non-instructional time (eg. during school hours).

2. Student use of PCDs is subject to the disciplinary measures outlined in Administrative Procedure 140 (Responsible use of Electronic Information Sources), Administrative Procedure 350 (Student Conduct), and Board Policy 18 (Welcoming, Caring, Respectful, Caring, Respectful, Safe and Healthy Learning and Working Environments)
3. When staff bring PCDs to school, they are expected to comply with Administrative Procedure 140 (Responsible use of Electronic Information Sources), Administrative Procedure 406 (Employee Code of Conduct), and Board Policy 18 (Welcoming, Caring, Respectful, Caring, Respectful, Safe and Healthy Learning and Working Environments)
4. The Superintendent requires the Principal to:
 - 4.1. Ensure students, parents, and staff are aware of their rights and responsibilities with regard to the use of PCDs in their school.
 - 4.2. Clearly articulate issues relating to PCDs to students, parents, and staff. These include but are not limited to storing the devices in a secure location, responsibility in case of loss, theft or damage.
 - 4.3. Implement strategies to ensure PCDs are not used during instructional and non-instructional time.
5. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The school assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.
 - 5.1. PCDs that are temporarily confiscated from students by staff must be securely stored until returned to the student.
6. The Principal, or designate, may authorize a specific use of a PCD during the school day (eg. Medical need, special learning needs, emergency etc)

Reference: Education Act, s. 2, 33, 53, 56, 196, 197, 222
Freedom of Information and Protection of Privacy Act
Certification of Teachers Regulation A.R. 84/2019
Practice Review of Teachers Regulation 4/99
Ministerial Order 018/2019 – Certification of Teachers and Teacher Leaders Regulation
Ministerial Order 026/2019 – Practice Review of Teachers and Teacher Leaders Regulation
Ministerial Order 014/2024 - Standards for the Use of Personal Mobile Devices and Social Media in Schools
Teaching Growth, Supervision and Evaluation Policy 2.1.5
Guide to Education ECS to Grade 12