

## Administrative Procedure 650

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### ELECTRONIC DEVICES

#### Background

This procedure is intended to acknowledge that regulated use of some personal mobile devices in the school and community contributes to the safety and security of students and staff, whereas unregulated use of such devices may:

- pose a risk to personal safety,
- disrupt instruction,
- invade personal privacy, and/or
- compromise academic integrity.

#### Definitions

Personal Mobile Devices (PMDs): shall be considered to include but are not limited to:

- i. Cell phones, tablets, smart watches and similar items,
- ii. Camera or video cameras,
- iii. Digital and conventional sound recording devices (e.g. digital voice recorders, iPods, etc.),
- iv. Personal entertainment devices such as CD/MP3 players and miniature TVs,
- v. Any form of listening device that may be used for eavesdropping, and/or
- vi. Any devices with image taking and communications capabilities that are developed or as they become available, in keeping with the spirit of this definition.

#### Procedures

1. Each school will maintain a policy based on this Administrative Procedure, publish it to their website, and communicate the policy to parents and students at the beginning of each school year.
2. Students may not use Personal Mobile Devices during instructional time ([Ministerial Order 14/2024](#)).
  - a. If a student has a PMD with them during instructional time, they are required to keep these devices powered off and stored out of view.

- b. During instructional time, smart watches, other wearables and similar devices must be set to a mode such as “airplane” mode that turns off transmit and receive functions.
      - c. School administration may authorize use of PMDs for:
        - i. Educational purposes
        - ii. Health requirements
        - iii. Other limited uses as needed
3. If a student is not in compliance with section 2, and after a reminder warning of the rules, a progressive discipline process will be applied:
  - a. A breach will result in the student handing their device in at the office to be picked up at the end of the day.
  - b. Further breaches will result in measures including parents being asked to retrieve the device from the office and/or in or out of school suspensions.
4. PMDs are to be operated by staff only as prudent to do so, at a time or in a manner that shall not compromise the safety or supervision of students.
5. PMDs are not to be taken into test or examination settings, unless students have been given permission to do so by the teacher administering the test or exam.
6. PMDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person’s reasonable expectation of privacy.
7. Students who bring PMDs to the school are expected to comply with all relevant School Procedures and Codes of Conduct.
8. Students who refuse to comply with the school’s procedures for use of PMDs in the school setting may be subject to disciplinary measures including temporary confiscation of the PMD.
9. The Principal or designate may authorize or restrict any specific use of a PMD during the school day.
10. Emergency drills, such as a lockdown, fire or evacuation drills, shall review the acceptable use of PMDs in that emergency situation.
11. PMDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user.
  - 11.1 Notwithstanding confiscation for the purpose of discipline, the Division assumes no responsibility for the safety, security, loss, repair, or replacement of PMDs.

Reference: Education Act 1, 51, 52, 53, 54, 196, 197, 222 Freedom of Information and Protection of Privacy Act Canadian Charter of Rights and Freedoms Ministerial Order 14/2024	Date Approved: April 1, 2021  Reviewed or Revised: August 30, 2024
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